

NOTICE OF CITY COUNCIL MEETING

The City Council of the City of King City will hold the annual **State of the City and Regular Session** at 5:00 PM, Wednesday, June 17, 2020, by teleconference at City Hall 15300 SW 116th Ave, King City, Oregon 97224 – Please see instructions below.

Posted Date: June 12, 2020, at 4:00 pm

Location: (teleconference – Email comments to rsmith@ci.king-city.or.us)

The King City Council will hold a meeting on Wednesday, June 17, 2020, at 5:00 pm.

Councilors will be calling into the meeting via conference call. Members of the public will be able to listen to the meeting on the teleconference line or watch the meeting via video link. Minimal staff will be in the City Hall Conference Room, 15300 SW 116th Ave, King City, Oregon 97224. To avoid the potential spread of the COVID-19 virus, members of the public will not be allowed in the room. The packet can be found online at: http://www.ci.king-city.or.us/government/mayor_and_council/agendas_and_minutes.php#

The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. The public can participate by emailing public comments to City Recorder at rsmith@ci.king-city.or.us or leaving a voicemail that can be played during the meeting. The audio/Video recording of the meeting will be posted to the City website within two to three days of the meeting.

Registration for this event is highly recommended at <http://evite.me/hX9HpGh52X>

Join Zoom Meeting:

Meeting ID: 915 1157 0975 (Recurring Meeting)

One tap mobile (smartphone)
+16699006833,,91511570975# US (San Jose)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 915 1157 0975

Find your local number: <https://zoom.us/j/91511570975>

Live broadcast coverage of the King City Council Meetings can now be seen on TVCTV cable channel 30 and live-streaming on [MACC TVCTV's](#) YouTube page.

{Next Page for Agenda}

Thank you to our State of the City Sponsors!



AGENDA/PROGRAM		Action Item
State of the City		
<i>Moment of Silence</i>		
5:00 PM	Estimated times	
	1. CALL TO ORDER	Time:
	2. ROLL CALL	
5:05 PM	3. STATE OF THE CITY	
5:05 PM	3.1. Speaker – Mayor Kenneth Gibson – Acknowledgments (1-2 minutes)	
5:07 PM	3.2. Video (27 minutes)	
5:34 PM	3.3. Special Speaker – Dave Robertson, PGE's VP of Public Affairs (1-2 minutes)	
5:37 PM	3.4. Special Speaker – Kathryn Williams, NW Natural (1-2 minutes)	
5:40 PM	3.5. Speaker – Mayor Kenneth Gibson – Closing State of the City	Time:
*** Regular Session***		
5:42 PM	4 APPROVAL OF MINUTES:	
	4.1 NONE	
5:42 PM	5 OPEN FORUM: We welcome public comment. At this time, the Council will be happy to receive your comment pertaining to items on the agenda (including, questions, suggestions, complaints, and items for the future.). Each person's time will be limited to three minutes.	
5:52 PM	6. UNFINISHED BUSINESS: NONE	
5:52 PM	7. NEW BUSINESS:	
5:52 PM	7.1 Financial Audit Report for 2018-2019 – Presented by Pauly Rogers and Co, PC	M S A
6:15 PM	7.2 March 2020 Financial Statement – Presented by Staff	M S A
6:20 PM	7.3 R-2020-11A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF KING CITY	M S A
6:25 PM	7.4 R-2020-12A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KING CITY ADOPTING A VOLUNTEER POLICY	M S A
6:35 PM	7.5 R-2020-13 A RESOLUTION ALLOWING A SUPPLEMENTAL BUDGET INCREASE AND DECREASE PURSUANT TO ORS 294.338 PROVIDING FOR THE RECEIPT, APPROPRIATIONS AND EXPENDITURE OF UNEXPECTED FUNDS.	M S A
6:45 PM	7.6 Discuss and consider Planning Commission appointment a. Kate Mohr	M S A
6:50 PM	7.7 Discuss and consider RFP recommendation from the Master Plan Committee.	M S A
7:10 PM	8. POLICCHIEF'S'S REPORT	
7:20 PM	9. CITMANAGER'S'S REPORT	
7:30 PM	10. MAYOR'S AND COUNCILOR'S REPORTS	
8:00 PM	11. ADJOURN	M S A
NEXT MEETING		
JULY 15 – REGULAR MEETING– TELECONFERENCE		Time:
The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Ronnie Smith, City Recorder, 503-639-4082.		
M=Motion S=Second A=Action		

ITEM 7.1

Financial Audit Report for 2018-2019

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

COMMUNICATION TO THE GOVERNING BODY

FOR THE YEAR ENDED JUNE 30, 2019



12700 SW 72nd Ave.
Tigard, OR 97223



PAULY, ROGERS AND Co., P.C.
12700 SW 72nd Ave. ♦ Tigard, OR 97223
(503) 620-2632 ♦ (503) 684-7523 FAX
www.paulyrogersandcpcpas.com

March 25, 2020

To the City Council
The City of King City
Washington County, Oregon

We have audited the basic financial statements of the governmental activities, and each major fund of the City of King City (the City) for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Purpose of the Audit

Our audit was conducted using sampling, inquiries and analytical work to opine on the fair presentation of the basic financial statements and compliance with:

- generally accepted accounting principles and auditing standards
- the Oregon Municipal Audit Law and the related administrative rules

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the basic financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the basic financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the basic financial statements and not to provide assurance on the internal control over financial reporting.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements; therefore, our audit involved judgment about the number of transactions examined and the areas to be tested.

Our audit included obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the basic financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. We also communicated any internal control related matters that are required to be communicated under professional standards.

Results of Audit

1. Audit opinion letter – a modified opinion on the basic financial statements has been issued due to the City not maintaining complete capital asset records. This means we have given an opinion with certain specified reservations.

2. State minimum standards – We found no exceptions or issues requiring comment, except as noted on page 39 of the financial report.
3. Management letter – We issued a separate management letter dated March 25, 2020 detailing a material weakness in internal control.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in Note 1 to the basic financial statements. The City adopted the provisions of GASB Statement No. 83 *Certain Asset Retirement Obligations* and GASB Statement No. 88 *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements* for the year ended June 30, 2019. Our opinion is not modified with respect to this matter. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the basic financial statements in the proper period.

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the basic financial statements were Management's estimates of receivables, net pension liability and deferrals for PERS, and net OPEB liability and deferrals for Health Insurance. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The disclosures in the basic financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements or determined that their effects are immaterial. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, taken as a whole. There were immaterial uncorrected misstatements noted during the audit which were discussed with management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the basic financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Pauly, Rogers and Co., P.C.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the basic financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to our retention as the auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Required Supplementary Information

We applied certain limited procedures to the required supplementary information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on it except for the fund budgetary statements presented as required supplementary information.

Supplementary Information

We were engaged to report on the supplementary information, which accompany the basic financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

Other Information

With respect to the council list containing their term expiration dates, located before the table of contents, it has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express any opinion or provide any assurance on it.

Pauly, Rogers and Co., P.C.

This information is intended solely for the information and use of the Council and management and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Roy R. Rogers". The signature is written in a cursive style with a large, stylized "R" in the middle.

Roy R. Rogers, CPA
PAULY, ROGERS AND CO., P.C.

CITY OF KING CITY
WASHINGTON COUNTY, OREGON

MANAGEMENT LETTER
FOR THE YEAR ENDED JUNE 30, 2019



12700 SW 72nd Ave.
Tigard, OR 97223



PAULY, ROGERS, AND CO., P.C.
12700 SW 72nd Ave. Tigard, OR 97223
(503) 620-2632 (503) 684-7523 FAX
www.paulyrogersandcocpas.com

March 25, 2020

To the City Council
City of King City
Washington County, Oregon

In planning and performing our audit of the basic financial statements of the governmental activities and each major fund of City of King City (the City) as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we do not express an opinion on the effectiveness of the internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the basic financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in internal control to be a material weakness:

1. The City does not maintain historical cost and depreciation records for streets and street improvements acquired prior to June 30, 2013. We were unable to apply alternative procedures to satisfy ourselves regarding the historical cost and depreciation of streets and street improvements. We recommend the City implement procedures to assist in documenting and tracking acquisition and depreciation of the City's infrastructure assets for those assets acquired before June 30, 2013.

Best Practices - No Significant Deficiencies

1. Governing Body Monitoring

An integral part of internal controls is the monitoring of financial activities by those charged with the governance (the Council). This can be accomplished by asking specifically designed questions to senior staff, by reviewing financial statements and projections and by comparing financial results to pre-established benchmarks. While the Council participates in the budget adoption process and receives staff prepared financial statements, these only partially fulfill the monitoring function.

We recommend that the Council articulate their monitoring practices and record in the minutes when those activities occur.

2. Fidelity Insurance Coverage

In reviewing fidelity (employee honesty) insurance coverage, we noticed that the City often carries cash and investment balances in excess of the insurance coverage amount. We recommend that the Council examine this exposure risk and make a determination as to the amount of insurance coverage they feel is prudent in regard to their oversight.

3. Segregation of Duties

Because of a limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records or to all phases of a transaction. Consequently, the possibility exists that unintentional or intentional errors or irregularities could exist and not be promptly detected. We recommend that the Council continually monitor the financial activities to mitigate this risk and consider obtaining additional fidelity insurance coverage to compensate for this risk.

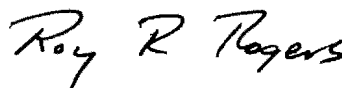
4. QuickBooks Accounting Software

QuickBooks accounting software is used. QuickBooks is not designed to segregate self-balancing funds and may allow users to delete transactions without any audit trail remaining. We recommend that the City evaluate the risk of using this program and consider purchasing an accounting software package specifically designed for governmental accounting.

5. Intellectual Property/Use of City Assets

In the documents provided to us, we saw no indication of a City policy regarding the use of City's assets for personal reasons or the ownership of intellectual property developed by staff either using City assets or during employment hours at the City. We recommend the creation of a City policy, if one is not already in place, to address the potential creation of patents, copyrights, and other claims on intellectual property using City assets or time, as well as use of City assets for personal reasons.

This communication is intended solely for the information and use of management and the Council, and is not intended to be, and should not be, used by anyone other than these specified parties.



Roy R. Rogers, CPA
PAULY, ROGERS AND CO., P.C.

**Summary of Revenues and Expenditures**

Please refer to instructions on next page.

A. Municipal corporation informationMunicipality name: CITY OF KING CITYAddress line 1: 15300 SW 116TH AVENUEReporting period: From 07/01/2018

Address line 2: _____

To 06/30/2019City, state, ZIP: KING CITY OR 97224Report type: AuditCheck if new address: ☐Opinion issued: Qualified

If this is the final report, please enter the last date of operations: _____

Basis of accounting: GAAP**B. Financial statement audit – Reported deficiencies**

1. Regarding internal controls over financial reporting, how many significant deficiencies and material weaknesses were reported?

1

2. Of those control deficiencies reported, how many resulted in the following:

Accounting errors/Misstatements: 1Noncompliance: 0

3. How were deficiencies communicated? Check all that apply.

☐ Report issued in accordance with Government Auditing Standards☒ Communication in accordance with Statements on Auditing Standards AU-C 265 "Communicating Internal Control Related Matters Identified in an Audit"☐ Other (specify communication): _____☐ No deficiencies

Per OAR 162-010-0230, a copy must be filed with Secretary of State.

C. Summary of revenues and expenditures**Revenues and/or receipts**

a. Revenues from government-wide statement of activities:	\$ 4,263,230
b. Fiduciary fund additions:	
c. Gross revenues subtotal (a + b):	\$ 4,263,230
d. Revenues of component units:	
e. Taxes, assessments and other collections to be distributed to other governments:	
f. Exempt revenue subtotal (d + e):	\$ 0
g. Net revenues (c – f):	\$ 4,263,230

Expenditures and/or disbursements

a. Expenditures from government-wide statement of activities:	\$ 5,618,728
b. Fiduciary fund deductions:	
c. Gross expenditures subtotal (a + b):	\$ 5,618,728
d. Component unit expenditures reported with primary government:	
e. Turnovers to other municipal corporations:	
f. Exempt expenditures subtotal (d + e):	\$ 0
g. Net expenditures (c – f):	\$ 5,618,728

D. Filing fee:**\$ 300****E. Submitted by**Auditor name: Roy R. RogersMunicipal license number: 0658Firm name: Pauly, Rogers & Co., P.C.

Date: _____

Municipal contact name, title: Michael Weston, City AdministratorMunicipal phone: (503) 639-4082

Submit: Click the "Submit" button on the right to submit this form via email. Save a copy for your records.

Submit

Within 30 days of delivering the audit report to the municipal corporation, one copy of this summary must be filed with the Secretary of State, Audits Division, and one copy must be delivered to the municipal corporation. If deficiencies are communicated in a separate letter or in a report issued in accordance with *Government Auditing Standards*, a copy of that communication must also be filed. (OAR 162-010-0230)

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2019



**12700 SW 72nd Ave.
Tigard, OR 97223**

CITY OF KING CITY
WASHINGTON COUNTY, OREGON

2018-2019
FINANCIAL REPORT

This Page Intentionally Left Blank

CITY OF KING CITY
WASHINGTON COUNTY, OREGON

2018-2019
FINANCIAL REPORT

CITY COUNCIL

TERM EXPIRES

Ken Gibson, Mayor	December, 31 2022
Jaimie Fender, President	December, 31 2022
John Boylston, Secretary	December, 31 2021
Gretchen Buehner, Treasurer	December, 31 2021
David Platt	December, 31 2022
Smart Ocholi	December, 31 2021
Micah Paulsen	December, 31 2022

All council members receive mail at the address shown below.

ADMINISTRATION

Michael Weston, City Manager
15300 S.W. 116th Avenue
King City, Oregon 97224

This Page Intentionally Left Blank

CITY OF KING CITY
WASHINGTON COUNTY, OREGON
TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
Independent Auditors' Report	<i>i</i>
REQUIRED SUPPLEMENTARY INFORMATION:	
Management's Discussion and Analysis	<i>iv</i>
BASIC FINANCIAL STATEMENTS:	
Government-Wide Financial Statements:	
Statement of Net Position	1
Statement of Activities	2
Fund Financial Statements:	
Balance Sheet--Governmental Funds	3
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position	4
Statement of Revenues, Expenditures and Changes in Fund Balances--Government Funds	5
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds - to the Statement of Activities	6
Notes to Basic Financial Statements	7
REQUIRED SUPPLEMENTARY INFORMATION:	
Schedule of Changes in total OPEB Liability and Related Ratios -- (Health Insurance)	31
Schedule of the Proportionate Share of the Net Pension Liability (PERS)	32
Schedule of Contributions (PERS)	32
Schedule of Revenues, Expenditures and Changes in Fund Balance--Actual and Budget	
General Fund	33
Street Fund	34
SUPPLEMENTARY INFORMATION:	
Schedule of Revenues, Expenditures and Changes in Fund Balance--Actual and Budget	
Transportation Development Tax Fund	35
Local Option Levy Fund	36
Parks SDC Fund	37
Schedule of Property Tax Transactions and Balances of Taxes Uncollected:	
General Fund	38
REPORTS ON LEGAL AND OTHER REGULATORY REQUIREMENTS:	
Independent Auditors' Report Required by Oregon State Regulations	39

This Page Intentionally Left Blank



PAULY, ROGERS AND CO., P.C.
12700 SW 72nd Ave. ♦ Tigard, OR 97223
(503) 620-2632 ♦ (503) 684-7523 FAX
www.paulyrogersandcpcpas.com

March 25, 2020

To the Mayor and City Council
City of King City
Washington County, Oregon

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying basic financial statements of the governmental activities and each major fund of the City of King City (the City), as of and for the year ended June 30, 2019, and the related notes to the basic financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the basic financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Modified Opinion

The City does not maintain historical cost records for streets and street improvements acquired prior to June 30, 2013 or depreciation records for those assets. We were unable to apply alternative procedures to satisfy ourselves regarding the historical cost and depreciation of streets and street improvements.

Modified Opinion

In our opinion, except for the effects of the matter described in the “Basis for Modified Opinion” paragraph, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the City of King City, as of June 30, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

The City adopted the provisions of GASB Statement No. 83 *Certain Asset Retirement Obligations* and GASB Statement No. 88 *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements* for the year ended June 30, 2019. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the management's discussion and analysis, or the schedules of net pension liability and contributions for PERS, or the Schedule of Changes in total OPEB Liability and Related Ratios for Health Insurance because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance on them.

The budgetary comparison schedules presented as Required Supplementary Information, as listed in the table of contents, have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

The listing of City Council members containing their term expiration dates, located before the table of contents, has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated March 25, 2020, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

A handwritten signature in black ink that reads "Roy R Rogers". The signature is written in a cursive, flowing style.

Roy R. Rogers, CPA
PAULY, ROGERS AND CO., P.C

This Page Intentionally Left Blank

CITY OF KING CITY, OREGON
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

This section of the City of King City's annual financial report presents our discussion and analysis of the City's financial performance during the fiscal year ended June 30, 2019. Please read it in conjunction with the City's financial statements and notes, which follow this section.

FINANCIAL HIGHLIGHTS

- The City's total net position was \$15,382,982 at June 30, 2019.
- During the year, the City's net position Decreased by \$1,355,498
- The general fund reported a fund balance this year of \$1,891,141

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements, and supplementary information. The basic financial statements include two kinds of statements that present different views of the City. The first two statements are government-wide financial statements that provide both long-term and short-term information about the City's overall financial status.

The remaining statements are fund financial statements that focus on individual parts of the City, reporting the operations in more detail than the government-wide statements. The governmental funds statements tell how general government services were financed in the short term as well as what remains for future spending.

The basic financial statements also include notes that explain some of the information in the basic financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Government-wide Statements

The government-wide statements report information about the City as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the City's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid. The two government-wide statements report the City's net position and how they have changed. Net position is the difference between the City's assets and liabilities. This is one way to measure the City's financial health or position.

- Over time, increases or decreases in the City's net position is an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the City, one needs to consider additional non-financial factors such as changes in the City's tax base.

The government-wide financial statements of the City include the Governmental activities. The City's basic services are included here, such as general government, public safety, planning and building, streets, parks, and interest on long-term debt. Property taxes, franchise taxes, permits and fees, and intergovernmental revenues finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the City's most significant funds - not the City as a whole. Funds are accounting devices that the City uses to keep track of specific sources of funding and spending for particular purposes.

The City has the following kinds of funds:

- Governmental funds - The City's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explain the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE CITY AS A WHOLE

CITY OF KING CITY – NET POSITION

	2019	2018	% Change
ASSETS:			
Current and other assets	\$4,712,075	\$4,716,628	-0.10%
Capital assets (net)	\$13,113,218	\$12,724,613	3.05%
Total assets	\$17,825,293	\$17,441,241	2.20%
DEFERRED OUTFLOWS OF RESOURCES:	\$293,827	\$256,635	9.05%
LIABILITIES:			
Current and other liabilities	\$1,043,085	\$141,939	17.60%
Noncurrent liabilities (net)	\$1,572,170	\$798,609	2832.93%
Total liabilities	\$2,615,255	\$940,548	178.06%
DEFERRED INFLOWS OF RESOURCES:	\$120,883	\$18,848	541.36%
NET POSITION:			
Net investment in capital assets	\$11,514,246	\$12,671,009	-9.13%
Restricted	\$2,076,718	\$2,457,078	-15.48%
Unrestricted	\$1,792,018	\$1,610,393	11.28%
Total net position	\$15,382,982	\$16,738,480	-8.10%

CITY OF KING CITY – CHANGES IN NET POSITION

	2019	2018	% Change
REVENUES:			
Program Revenues:			
Charges for Services	\$829,977	\$974,626	-14.84%
Grant and Contributions	\$12,000	\$12,000	0.00%
General Revenues:			
Property Tax	\$913,420	\$963,003	-5.15%
Other	\$2,507,833	\$647,882	287.08%
Total Revenues	\$4,263,230	\$2,597,511	64.13%
EXPENSES:			
General Government	\$3,463,672	\$1,006,362	244.18%
Street	\$319,950	\$59,426	438.40%
Police	\$1,835,106	\$827,654	121.72%
Total Expenses	\$5,618,728	\$1,893,442	196.75%
Change in Net Position	(\$1,355,498)	\$704,069	-292.52%
Beginning Net Position	\$16,738,480	\$16,034,411	4.39%
Ending Net Position	\$15,382,982	\$16,738,480	-8.10%

The City's total revenues were \$4,263,230 at June 30, 2019. The Net Position decreased by \$1,355,498 which is due to the City Hall remodeling project.

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

Revenues from governmental fund types totaled \$4,259,125 in FY2018-19. Governmental fund balances totaled \$4,368,808 at June 30, 2019. A summary of changes in governmental fund balances follows:

	June 30, 2019	June 30, 2018	Change
General Fund	\$1,891,141	\$1,500,634	\$390,507
Street Fund	59,350	129,501	(\$70,151)
Transportation Development Fund	2,076,718	2,457,078	(\$380,360)
Local Option Levy Fund	0	21,189	(\$21,189)
Parks SDC Fund	341,599	445,964	(\$104,365)
Total	\$4,368,808	\$4,554,366	(\$185,558)

BUDGETARY HIGHLIGHTS

During the year, actual revenues were more than budgetary estimates and actual expenditures were less than budgetary appropriations.

Total net change for all governmental fund types during the year was a decrease of \$185,558.

CAPITAL ASSETS

At June 30, 2019, the City had total net capital assets of \$13,113,218. More detailed information about the City's capital assets is presented in the notes to the financial statements.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our taxpayers, ratepayers, investors and creditors with an overview of the City's finances. If you have any questions about this report or need any clarification of information please contact the City of King City. Our address is: 15300 SW 116th Avenue, King City, Oregon 97224-2693.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

BASIC FINANCIAL STATEMENTS

This Page Intentionally Left Blank

CITY OF KING CITY
WASHINGTON COUNTY, OREGON

STATEMENT OF NET POSITION
June 30, 2019

ASSETS:

Cash and Investments	\$ 3,743,412
Property Taxes Receivable	26,151
Accounts Receivable	926,484
Prepaid Expenses	16,028
Capital Assets, not being depreciated	11,901,120
Capital Assets, net of depreciation	<u>1,212,098</u>
Total Assets	17,825,293

DEFERRED OUTFLOWS OF RESOURCES:

Pension Related Deferrals - PERS	279,859
OPEB Related Deferrals - Health Insurance	<u>13,968</u>
Total Assets and Pension Related Deferrals	<u>18,119,120</u>

Current Liabilities

Accounts Payable	309,723
Payroll Liabilities	3,516
Unearned Revenue	5,600
Long-Term Obligations Due in One Year	26,802

Long-Term Liabilities

Long-Term Obligations Due After One Year	1,572,170
Net Pension Liability - PERS	612,925
Net OPEB Liability - Health Insurance	47,711
Vested Compensated Absences	<u>36,808</u>

Total Liabilities	2,615,255
-------------------	-----------

DEFERRED INFLOWS OF RESOURCES:

Pension Related Deferrals - PERS	88,670
OPEB Related Deferrals - Health Insurance	<u>32,213</u>

Total Liabilities and Pension Related Deferrals	<u>2,736,138</u>
---	------------------

NET POSITION:

Net Investment in Capital Assets	11,514,246
Restricted - Transportation Development Tax	2,076,718
Unrestricted	<u>1,792,018</u>
Total Net Position	<u><u>\$ 15,382,982</u></u>

See accompanying notes to basic financial statements

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2019**

FUNCTIONS	EXPENSES	PROGRAM REVENUES		NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
		CHARGES FOR SERVICES	OPERATING GRANT AND CONTRIBUTIONS	
General Government	\$ 3,463,672	\$ 536,544	\$ 12,000	\$ (2,915,128)
Street	319,950	119,797	-	(200,153)
Police	<u>1,835,106</u>	<u>173,636</u>	<u>-</u>	<u>(1,661,470)</u>
Total Governmental Activities	<u>\$ 5,618,728</u>	<u>\$ 829,977</u>	<u>\$ 12,000</u>	<u>(4,776,751)</u>
General Revenues:				
Taxes:				
Property Taxes, Levied for General Purposes				913,420
Other Local Revenues				2,233,120
Interest and Investment Earnings				108,127
Miscellaneous				<u>166,586</u>
Total General Revenues				<u>3,421,253</u>
Changes in Net Position				(1,355,498)
Net Position – Beginning				<u>16,738,480</u>
Net Position – Ending				<u>\$ 15,382,982</u>

See accompanying notes to basic financial statements

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2019**

	GENERAL FUND	STREET FUND	TRANSPORTATION DEVELOPMENT TAX FUND	LOCAL OPTION LEVY FUND	PARKS SDC FUND	TOTAL
ASSETS:						
Cash and Investments	\$ 3,743,412	\$ -	\$ -	\$ -	\$ -	\$ 3,743,412
Taxes Receivable	26,151	-	-	-	-	26,151
Accounts Receivable	926,484	-	-	-	-	926,484
Prepaid Expenses	16,028	-	-	-	-	16,028
Due From Other Funds	-	59,350	2,076,718	-	341,599	2,477,667
Total Assets	\$ 4,712,075	\$ 59,350	\$ 2,076,718	\$ -	\$ 341,599	\$ 7,189,742
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE:						
LIABILITIES:						
Due to Other Funds	\$ 2,477,667	\$ -	\$ -	\$ -	\$ -	\$ 2,477,667
Payroll Payable	3,516	-	-	-	-	3,516
Accounts Payable	309,723	-	-	-	-	309,723
Total Liabilities	2,790,906	-	-	-	-	2,790,906
DEFERRED INFLOWS OF RESOURCES:						
Unearned Revenue - Taxes	24,428	-	-	-	-	24,428
Unearned Revenue - Other	5,600	-	-	-	-	5,600
Total Deferred Inflows of Resources	30,028	-	-	-	-	30,028
FUND BALANCE:						
Fund Balances:						
Nonspendable	16,028	-	-	-	-	16,028
Restricted	-	-	2,076,718	-	-	2,076,718
Committed	-	59,350	-	-	341,599	400,949
Assigned	-	-	-	-	-	-
Unassigned	1,875,113	-	-	-	-	1,875,113
Total Fund Balances	1,891,141	59,350	2,076,718	-	341,599	4,368,808
Total Liabilities, Deferred Inflows and Fund Balance	\$ 4,712,075	\$ 59,350	\$ 2,076,718	\$ -	\$ 341,599	\$ 7,189,742

See accompanying notes to basic financial statements

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**RECONCILIATION OF GOVERNMENTAL BALANCE SHEET TO THE STATEMENT OF NET POSITION
June 30, 2019**

Total Fund Balances - Governmental Funds	\$ 4,368,808
Capital assets are not financial resources and therefore are not reported in the governmental funds.	13,113,218
The Net PERS Pension Asset (Liability) is the difference between the total pension liability and the assets set aside to pay benefits earned to past and current employees and beneficiaries.	(612,925)
Net OPEB Liability (Health Insurance)	(47,711)
All liabilities are reported in the Statement of Net Position whereas in governmental funds, liabilities not due and payable in the current period are not reported. Long Term Obligations	(1,598,972)
Vested compensated absences are not accounted for in the governmental funds.	(36,808)
A portion of the City's property taxes are collected after year-end but are not available soon enough to pay for the current year's operations, and therefore are not reported as revenue in the governmental funds.	24,428
Deferred Inflows and Outflows of resources related to the pension plan include differences between expected and actual experience, changes of assumptions, differences between projected and actual earnings, and contributions subsequent to the measurement date.	
Deferred Outflows (PERS)	279,859
Deferred Outflows (Health Insurance)	13,968
Deferred Inflows (PERS)	(88,670)
Deferred Inflows (OPEB - Health Insurance)	<u>(32,213)</u>
Net Position	\$ <u><u>15,382,982</u></u>

See accompanying notes to basic financial statements

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2019**

	GENERAL FUND	STREET FUND	TRANSPORTATION DEVELOPMENT TAX FUND	LOCAL OPTION LEVY FUND	PARKS SDC FUND	TOTAL
REVENUES:						
Property Taxes	\$ 626,005	\$ -	\$ -	\$ 283,310	\$ -	\$ 909,315
City Franchise Fees	249,169	-	-	-	-	249,169
Alcoholic Beverage Tax	66,855	-	-	-	-	66,855
Cigarette Tax	4,349	-	-	-	-	4,349
County Vehicle Registration Tax	61,373	-	-	-	-	61,373
Marijuana Tax	106,096	-	-	-	-	106,096
Motel Tax	54,485	-	-	-	-	54,485
State Gas Tax	-	272,239	-	-	-	272,239
Washington Co. Gas Tax	-	13,340	-	-	-	13,340
City Privilege Tax	-	35,609	-	-	-	35,609
State Revenue Sharing	43,854	-	-	-	-	43,854
Bike Path	-	2,750	-	-	-	2,750
Grants	12,000	-	-	-	-	12,000
Court Fines	173,636	-	-	-	-	173,636
Metro Excise Tax	1,680	-	-	-	-	1,680
Licenses/Permits/Fees	67,218	-	-	-	-	67,218
School CET	16,766	-	-	-	-	16,766
OR State Surcharge	4,200	-	-	-	-	4,200
OR Business Dev/Special Public	1,572,170	-	-	-	-	1,572,170
Passport Fees	85,625	-	-	-	-	85,625
Traffic Development Tax	-	-	59,702	-	-	59,702
Interest on Investments	35,748	2,888	57,131	1,239	11,121	108,127
Developmental charges	-	-	-	-	22,365	22,365
Water Revenue	89,521	-	-	-	-	89,521
CWS/Surface Water Mgmt Fees	-	60,095	-	-	-	60,095
Miscellaneous	166,586	-	-	-	-	166,586
Total Revenues	3,437,336	386,921	116,833	284,549	33,486	4,259,125
EXPENDITURES:						
Personal Services	1,431,929	55,130	-	-	-	1,487,059
Materials & Services	440,497	105,909	-	-	-	546,406
Capital Outlay	1,613,376	260,798	449,193	-	87,851	2,411,218
Total Expenditures	3,485,802	421,837	449,193	-	87,851	4,444,683
Excess of Revenues Over, (Under) Expenditures	(48,466)	(34,916)	(332,360)	284,549	(54,365)	(185,558)
Other Financing Sources, (Uses)						
Transfers In	438,973	-	-	-	-	438,973
Transfer Out	-	(35,235)	(48,000)	(305,738)	(50,000)	(438,973)
Total Other Financing Sources, (Uses)	438,973	(35,235)	(48,000)	(305,738)	(50,000)	-
Net Change in Fund Balance	390,507	(70,151)	(380,360)	(21,189)	(104,365)	(185,558)
Beginning Fund Balance	1,500,634	129,501	2,457,078	21,189	445,964	4,554,366
Ending Fund Balance	\$ 1,891,141	\$ 59,350	\$ 2,076,718	\$ -	\$ 341,599	\$ 4,368,808

See accompanying notes to the basic financial statements

CITY OF KING CITY
WASHINGTON COUNTY, OREGON

**RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE TO STATEMENT OF ACTIVITIES**

For the Year Ended June 30, 2019

Net Changes in Fund Balances - Governmental Funds \$ (185,558)

Payment of vested compensated absences is an expenditure in the governmental funds, but the payment reduces the liability in the Statement of Net Position. Additions to vested compensated absences is an expense for the Statement of Activities but not for the governmental funds. (6,496)

Property tax revenue in the Statement of Activities differs from the amount reported in the governmental funds. In the governmental funds, which are on the modified accrual basis, the City recognizes a deferred revenue for all property taxes levied but not received, however in the Statement of Net Position, there is no deferred revenue and the full property tax receivable is accrued. 4,105

Principle payment of debt service over the life of the loan reduce the loan amount in governmental funds. However, in the Statement of Activities these are expensed because fixed assets are not recorded on the books.

Principle Debt Service Payments	26,802
Issue of Capital Lease	(1,572,170)

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital Asset	476,324
Depreciation Expense	(87,719)

Change in net OPEB liability (Health Insurance) 22,670

The PERS Pension Expense represents the changes in Net PERS Pension Asset (Liability) from year to year due to changes in total pension liability and the fair value of pension plan net position available to pay pension benefits. (33,456)

Change in Net Position \$ (1,355,498)

See accompanying notes to basic financial statements

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO THE BASIC FINANCIAL STATEMENTS

This Page Intentionally Left Blank

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

A. THE FINANCIAL REPORTING ENTITY

The City of King City (the City) is a municipal corporation governed by an elected council. Accounting principles generally accepted in the United States of America require that these basic financial statements present the City of King City (the primary government) and all component units, if any. Component units, as established by the Governmental Accounting Standards Board (GASB) Statement 61, are separate organizations that are included in the City's reporting because of the significance of their operational or financial relationships with the City. There are no component units.

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)

The Statement of Net Position and Statements of Activities display information about the reporting government as a whole.

The Statement of Net Position and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 "Accounting and Financial Reporting for Non-exchange Transactions."

Program Revenues included in the Statement of Activities derives directly from the program itself or from parties outside the City's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the general revenues.

All direct expenses are reported by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Interest on general long-term debt, if any, is considered an indirect expense and is reported separately on the Statement of Activities. In the process of aggregating data for the Statement of Net Position and the Statement of Activities and Changes in Net Position, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities.

FUND FINANCIAL STATEMENTS

The accounts are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION (CONTINUED)

GOVERNMENTAL FUND TYPES

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, pension costs, and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received.

FUND EQUITY

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions* is followed. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications are— nonspendable, restricted, committed, assigned, and unassigned.

- Nonspendable fund balance represents amounts that are not in a spendable form. The nonspendable fund balance represents inventories and prepaid items.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION (CONTINUED)

There are no assigned fund balances at year end.

The governing body has approved the following order of spending regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and unassigned.

C. DESCRIPTION OF FUNDS

There are the following major funds:

GENERAL FUND

The General Fund accounts for all financial resources and expenditures, except those required to be accounted for in another fund. Its main sources of revenues are property taxes, franchise fees, interest and revenue from the State of Oregon.

STREET FUND

Accounts for revenues and expenditures of the road maintenance program. Principal revenue sources are state highway funds and Washington County gas tax.

TRANSPORTATION DEVELOPMENT TAX FUND

Accounts for revenue received from systems development charges, which are spent on street capacity improvements. The principal revenue source is traffic impact fees.

LOCAL OPTION LEVY FUND

Accounts for revenue received from Local Option Levy. The amount is then transferred to the General Fund.

PARKS SDC FUND

Accounts for revenue received from METRO Grant and Park SDC Fees, which are spent on Park Improvements.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. BUDGET

A budget is prepared and legally adopted for each governmental fund type on the modified accrual basis of accounting in the main program categories required by the Oregon Local Budget Law. The budgets for all budgeted funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America, except capital outlay is expensed when purchased, depreciation expense is not recorded, compensated absences are expensed when paid, inventory is expensed when purchased, pension costs are not recorded until paid, and property taxes are recorded when received.

The budget process begins early in each fiscal year with the establishment of the budget committee. Recommendations are developed through late winter with the budget committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The Council may amend the budget prior to adoption; however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is then adopted, appropriations are made and the tax levy declared no later than June 30th.

Expenditure budgets are appropriated at the following levels of control for:

<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>
City Council	Personal Services
Administration	Materials and Services
Police Department	Capital Outlay
General Services	Interagency/Fund Transactions
Interagency/Fund Transaction	Operating Contingency
Operating Contingency	

Expenditures cannot legally exceed the above appropriation levels except in the case of restricted revenues which could not be estimated at the time of budget adoption. Appropriations lapse at the fiscal year end. Management may amend line items in the budget without Council approval as long as appropriation levels (the legal level of control) are not changed. Supplemental appropriations may occur if the Council approves them due to a need which exists which was not determined at the time the budget was adopted. Expenditures of the various funds were within authorized appropriations, except for the Local Option Levy fund where Transfers Out was overexpended by \$6,049.

E. CASH AND CASH EQUIVALENTS

The cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

F. ACCOUNTS RECEIVABLE

Accounts receivable consists of fines and fees that are sent to collections at year end and other amounts due that are yet to be received. There is no allowance for doubtful accounts because management believes all fines and fees to be collectible. The amount of accounts receivable over 90 days old is \$208,465.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

G. PROPERTY TAXES RECEIVABLE

In the Government-Wide Financial Statements uncollected property taxes are recorded on the Statement of Net Position. In the Fund Financial Statements property taxes that are collected within 60 days after year-end are considered measurable and available and, therefore, are recognized as revenue. The remaining balance is recorded as unearned revenue because it is not deemed available to finance operations of the current period.

An allowance for doubtful accounts is not deemed necessary by management, as uncollectible taxes become a lien on the property. Property taxes are levied on all taxable property as of July 1, the beginning of the fiscal year, and become a lien on that date. Property taxes are payable on November 15, February 15, and May 15. Discounts are allowed if the amount due is received by November 15 or February 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

H. CAPITAL ASSETS

Capital assets are recorded at the original or estimated cost. Donated capital assets are recorded at their estimated fair market value on the date donated. Capital assets are defined as assets with an initial cost of more than \$5,000 and an estimated life in excess of one year. Interest incurred during construction, maintenance and repairs that does not add to the value of the asset or materially extend assets' lives is not capitalized.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	30 to 50 years
Equipment	5 to 10 years
Road and Infrastructure	50 years

I. RETIREMENT PLAN

Substantially all of the City's employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of PERS and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

J. VESTED COMPENSATED ABSENCES

It is the policy to permit employees to accumulate earned unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since there is no policy to pay any amounts when employees separate from service with the City. All unused vacation pay is accrued when earned in the government-wide basic financial statements.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. ESTIMATES

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenue and expenditures during the reporting period. Actual results could differ from those estimates.

L. INVESTMENTS

Investments are reported at fair value. The investments, authorized under state statutes, are comprised of investments in the state administered Oregon State Treasurer's Local Government Investment Pool.

M. SUPPLY INVENTORY

Detailed supply inventory records are not maintained. Supply inventories are considered to be immaterial by management at year end.

N. INTANGIBLE ASSETS

Intangible assets (such as easements and right of ways) are recorded at their original cost if purchased or estimated value at date of donation if donated. The city has not adopted a policy on capitalization of intangible assets. There were no intangible assets purchased or donated in fiscal year 2018-2019.

O. PREPAID EXPENSES

Payments made to vendors for services that will benefit periods beyond June 30, 2019 are recorded as prepaid expenses.

P. INTERFUND TRANSACTIONS

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. Operating interfund transactions are reported as transfers.

Q. NET POSITION

Net position is comprised of the various net earnings from operations, non-operating revenues, expenses and contributions of capital. Net position is classified in the following three categories:

Net Investment in Capital Assets – consists of all capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Q. NET POSITION (CONTINUED)

Restricted – consists of external constraints placed on asset use by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted assets – consists of all other assets that are not included in the other categories previously mentioned.

R. DEFERRED OUTFLOWS / INFLOWS OF RESOURCES

In addition to assets, the basic financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. At June 30, 2019, there were deferred outflows of \$279,859 representing PERS pension related deferrals and \$13,968 representing OPEB related deferrals for Health Insurance reported in the Statement of Net Position.

In addition to liabilities, the basic financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. At June 30, 2019, the City has two types of items which qualify for reporting in this category. The first of this category is unavailable revenue of \$24,428 reported in the governmental funds balance sheet for property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The City's Statement of Net Position also shows Deferred Inflows of \$88,670 representing PERS pension related deferrals and \$32,213 representing OPEB related deferrals for Health Insurance.

S. FAIR VALUE IMPUTS AND METHODOLOGIES AND HIERARCHY

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based up on the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

Level 1 – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each Fund has the ability to access

Level 2 – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market-corroborated inputs)

Level 3 – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund's own assumptions used in determining the fair value of investments)

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

T. GRANTS

Unreimbursed expenditures due from grantor agencies, if any, are reflected in the government-wide financial statements as receivables and revenues. Grant revenues are recorded at the time eligible expenditures are incurred. Cash received from grantor agencies in excess of related grant expenditures is recorded as a liability in the balance sheet and statement of net position. No material grants were received during the year ended June 30, 2019.

2. CASH AND INVESTMENTS

DEPOSITS

Deposits with financial institutions include bank demand deposits. Oregon Revised Statutes require deposits to be adequately covered by federal depository insurance or deposited at an approved depository as identified by the Treasury. The total bank balance per the bank statements as of June 30, 2019 was \$261,348, \$250,000 of which was covered by federal depository insurance and the remainder was collateralized by the Oregon Public Funds Collateralization Program (PFCP).

CREDIT RISK – DEPOSITS

In the case of deposits, this is the risk that in the event of a bank failure, deposits may not be returned. There is no deposit policy for custodial credit risk. As of June 30, 2019, none of the bank balances were exposed to custodial credit risk.

INVESTMENTS

Investments in the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7-like external investment pool, and is not registered with the U.S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund's compliance with all portfolio guidelines can be found in their annual report when issued. The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS (CONTINUED)

We intend to measure these investments at book value since it approximates fair value. The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. The audited financial reports of the Oregon Short Term Fund can be found here:

[http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx)

If the link has expired please contact the Oregon Short Term Fund directly.

Cash and Investments at June 30, 2019 (recorded at fair value) consisted of:

Deposits With Financial Institutions:	2019
Petty Cash	\$ 150
Demand Deposits:	
Checking	82,476
Investments	3,660,786
	<hr/>
Total	\$ 3,743,412

Interest Rate Risk – Investments

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. There are no investments that have a maturity date beyond three months.

Credit Risk – Investments

Oregon Revised Statutes do not limit investments as to credit rating for securities purchased from US Government Agencies or USGSE. The State Investment Pool is not rated.

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (in months)</u>		
		<u>Less than 3</u>	<u>3-18</u>	<u>18-59</u>
State Treasurer's Investment Pool	\$ 3,660,786	\$ 3,660,786	\$ -	\$ -
Total	\$ 3,660,786	\$ 3,660,786	\$ -	\$ -

Concentration of Credit Risk – Investments

At June 30, 2019, 100% of total investments were in the State Treasurer's Investment Pool. State statutes do not limit the percentage of investments in these instruments. Oregon Revised Statutes require no more than 25 percent of the moneys of a local government be invested in bankers' acceptances of any qualified financial institution. At June 30, 2019, there appeared to be compliance with all percentage restrictions.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. CAPITAL ASSETS

The changes in Capital assets are as follows:

	<u>7/1/2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>6/30/2019</u>
Governmental Activities:				
Non-Depreciable Capital Assets				
Infrastructure	\$ 11,901,120	\$ -	\$ -	\$ 11,901,120
Total Non-Depreciable Capital Assets	11,901,120	-	-	11,901,120
Depreciable Capital Assets				
Infrastructure	622,898	454,773	-	1,077,671
Buildings & Improvements	283,656	-	-	283,656
Equipment	357,813	21,551	-	379,364
Total Depreciable Capital Assets	1,264,367	476,324	-	1,740,691
Accumulated Depreciation				
Infrastructure and Improvements	15,742	26,942	-	42,684
Buildings and Improvements	190,676	5,988	-	196,664
Equipment	234,456	54,789	-	289,245
Total	440,874	\$ 87,719	\$ -	528,593
Net Depreciable Capital Assets	823,493			1,212,098
Total Net Capital Assets	\$ 12,724,613			\$ 13,113,218

Depreciation expense for the year was charged as follows:

Governmental Activities:	
General Government	\$ 40,928
Street	6,947
Police	39,844
Total Depreciation Expense	<u>\$ 87,719</u>

4. LONG TERM OBLIGATIONS

In March 2019, a new loan was issued with the State of Oregon through its Oregon Infrastructure Finance Authority of the Business Development Department ("OBDD"), for the amount of \$1,572,170. The interest rate for this loan is 2.25% per annum. Pursuant to the design plans, this loan will be used to construct improvements to the current city hall and will reach maturity in 3 years plus 90 days after the Contract date, June 13, 2022. In the event of default, OBDD may declare all payments under the contract and all other amounts due under any of the Financing Documents immediately due and payable. There is also one capital lease agreement for police automobiles. The obligations are as follows:

	<u>Original Issue</u>	<u>Outstanding July 1, 2018</u>	<u>Issued</u>	<u>Matured and Redeemed</u>	<u>Outstanding June 30, 2019</u>	<u>Due Within One Year</u>
2018 Lease	\$ 80,756	\$ 53,604	\$ -	\$ 26,802	\$ 26,802	\$ 26,802
2019 City Loan	1,572,170	-	1,572,170	-	1,572,170	-
		<u>\$ 53,604</u>	<u>\$ 1,572,170</u>	<u>\$ 26,802</u>	<u>\$ 1,598,972</u>	<u>\$ 26,802</u>

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

4. LONG TERM OBLIGATIONS (CONTINUED)

Future payments are as follows:

	<u>Capital Lease</u>	<u>City Hall Loan</u>	<u>Total</u>
2019-20	\$ 26,802	\$ -	\$ 26,802
2020-21	-	-	-
2021-22	-	1,572,170	1,572,170
Total	<u>\$ 26,802</u>	<u>1,572,170</u>	<u>1,598,972</u>

5. DEFINED BENEFIT PENSION PLAN

Plan Description – The Oregon Public Employees Retirement System (PERS) consists of a single cost-sharing multiple-employer defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Oregon PERS produces an independently audited Comprehensive Annual Financial Report which can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2018-CAFR.pdf>

If the link is expired please contact Oregon PERS for this information.

- a. **PERS Pension (Chapter 238).** The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.
- i. **Pension Benefits.** The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, and 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefits results. A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier 1 general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier 2 members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.
- ii. **Death Benefits.** Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided on or more of the following contributions are met:
- member was employed by PERS employer at the time of death,
 - member died within 120 days after termination of PERS covered employment,
 - member died as a result of injury sustained while employed in a PERS-covered job, or
 - member was on an official leave of absence from a PERS-covered job at the time of death.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (CONTINUED)

- iii. **Disability Benefits.** A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.
 - iv. **Benefit Changes After Retirement.** Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.
- b. **OPSRP Pension Program (OPSRP DB).** The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.
- i. **Pension Benefits.** This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:
Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.
General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.
A member of the pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.
 - ii. **Death Benefits.** Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.
 - iii. **Disability Benefits.** A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.
 - iv. **Benefit Changes After Retirement.** Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

Contributions – PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2015 actuarial valuation, which became effective July 1, 2017. The state of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the year ended June 30, 2019 were \$80,652, excluding amounts to fund employer specific liabilities. In addition approximately \$25,122 in employee contributions were paid or picked up by the City in 2018-2019.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (CONTINUED)

Pension Asset or Liability

At June 30, 2019, the City reported a net pension liability of \$612,925 for its proportionate share of the net pension liability. The pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2016. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of the measurement dates of June 30, 2018 and 2017, the City's proportion was .0040 and .0047 percent, respectively. Pension expense for the year ended June 30, 2019 was \$33,456.

The rates in effect for the year ended June 30, 2019 were:

- (1) Tier 1/Tier 2 – 22.29%
- (2) OPSRP general services – 11.29%
- (3) OPSRP police and fire – 16.06%

	Deferred Outflow of Resources	Deferred Inflow of Resources
Difference between expected and actual experience	\$ 20,850	\$ -
Changes in assumptions	142,504	-
Net difference between projected and actual earnings on pension plan investments	-	(27,217)
Net changes in proportionate share	17,748	(57,889)
Differences between City contributions and proportionate share of contributions	18,105	(3,564)
Subtotal - Amortized Deferrals (below)	199,207	(88,670)
City contributions subsequent to measuring date	80,652	-
Deferred outflow (inflow) of resources	<u>\$ 279,859</u>	<u>\$ (88,670)</u>

The amount of contributions subsequent to the measurement date will be included as a reduction of the net pension liability in the fiscal year ended June 30, 2020.

Subtotal amounts related to pension as deferred outflows of resources, \$199,207, and deferred inflows of resources, (\$88,670), net to \$110,537 and will be recognized in pension expense as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2020	\$ 71,164
2021	48,793
2022	(10,289)
2023	(691)
2024	1,560
Thereafter	-
Total	<u>\$ 110,537</u>

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (CONTINUED)

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS system-wide GASB 68 reporting summary dated March 4, 2019. Oregon PERS produces an independently audited CAFR which can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2018-CAFR.pdf>

Actuarial Valuations – The employer contribution rates effective July 1, 2017 through June 30, 2019, were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (estimated amount necessary to finance benefits earned by employees during the current service year), (2) an amount for the amortization unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial liabilities being amortized over 20 years.

For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an actuarially determined amount for funding a disability benefit component, and (c) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

Actuarial Methods and Assumptions:

Valuation Date	December 31, 2016 rolled forward to June 30, 2018
Experience Study Report	2016, Published July 26, 2017
Actuarial cost method	Entry Age Normal
Amortization method	Amortized as a level percentage of payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years
Asset valuation method	Market value of assets
Inflation rate	2.50 percent
Investment rate of return	7.20 percent (changed from 7.50 percent)
Projected salary increase	3.50 percent overall payroll growth
Cost of Living Adjustment	Blend of 2% COLA and graded COLA (1.25%/.15%) in accordance with Moro decision, blend based on service
Mortality	Healthy retirees and beneficiaries: RP-2014 Healthy annuitant, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Active members: RP-2014 Employees, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Disabled retirees: RP-2014 Disabled retirees, sex-distinct, generational with Unisex, Social Security Date Scale.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (CONTINUED)

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2016 Experience Study which is reviewed for the four-year period ending December 31, 2016.

Assumed Asset Allocation:

Asset Class/Strategy	Low Range	High Range	OIC Target
Cash	0.0%	3.0%	0.0%
Debt Securities	15.0%	25.0%	20.0%
Public Equity	32.5%	42.5%	37.5%
Real Estate	9.5%	15.5%	12.5%
Private Equity	13.5%	21.5%	17.5%
Alternative Equity	0.0%	12.5%	12.5%
Opportunity Portfolio	0.0%	3.0%	0.0%
Total			100.0%

Source: June 30, 2018 PERS CAFR; p. 98

Long-Term Expected Rate of Return:

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015, revised as of June 7, 2017, the PERS Board reviewed its long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (CONTINUED)

Asset Class	Target	Annual Return (Geometric)
Core Fixed Income	8.00%	3.49%
Short-Term Bonds	8.00%	3.38%
Bank/Leveraged Loans	3.00%	5.09%
High Yield Bonds	1.00%	6.45%
Large/Mid Cap US Equities	15.75%	6.30%
Small Cap US Equities	1.31%	6.69%
Micro Cap US Equities	1.31%	6.80%
Developed Foreign Equities	13.13%	6.71%
Emerging Market Equities	4.13%	7.45%
Non-US Small Cap Equities	1.88%	7.01%
Private Equity	17.50%	7.82%
Real Estate (Property)	10.00%	5.51%
Real Estate (REITS)	2.50%	6.37%
Hedge Fund of Funds - Diversified	2.50%	4.09%
Hedge Fund - Event-driven	0.63%	5.86%
Timber	1.88%	5.62%
Farmland	1.88%	6.15%
Infrastructure	3.75%	6.60%
Commodities	1.88%	3.84%
<i>Assumed Inflation - Mean</i>		<i>2.50%</i>

Source: June 30, 2018 PERS CAFR; p. 72

Discount Rate – The discount rate used to measure the total pension liability, as of the measurement dates June 30, 2018 and 2017 was 7.20 and 7.50, respectively, for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from the plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's proportionate share of the net pension liability to changes in the discount rate – The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.20 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (CONTINUED)

	<u>1% Decrease (6.20%)</u>	<u>Discount Rate (7.20%)</u>	<u>1% Increase (8.20%)</u>
District's proportionate share of the net pension liability	\$ 1,024,313	\$ 612,925	\$ 273,357

Changes Subsequent to the Measurement Date

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based on the benefit terms in effect at the Measurement Date. Any changes to benefit terms that occurs after that date are reflected in amounts reported for the subsequent Measurement Date. However, Paragraph 80f of GASB 68 requires employers to briefly describe any changes between the Measurement Date and the employer's reporting date that are expected to have a significant effect on the employer's share of the collective Net Pension Liability, along with an estimate of the resulting change, if available.

There are no changes subsequent to the June 30, 2019 Measurement Date that meet this requirement and would require a brief description under the GASB standard.

OPSRP Individual Account Program (OPSRP IAP)

Plan Description:

Employees of the City are provided with pensions through OPERS. All the benefits of OPERS are established by the Oregon legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003. Chapter 238A created the Oregon Public Service Retirement Plan (OPSRP), which consists of the Defined Benefit Pension Program and the Individual Account Program (IAP). Membership includes public employees hired on or after August 29, 2003. PERS members retain their existing defined benefit plan accounts, but member contributions are deposited into the member's IAP account. OPSRP is part of OPERS, and is administered by the OPERS Board.

Pension Benefits:

Participants in OPERS defined benefit pension plans also participate in their defined contribution plan. An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies. Upon retirement, a member of the OPSRP IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

Death Benefits:

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (CONTINUED)

Contributions:

Employees of the City pay six (6) percent of their covered payroll. The City did not make any optional contributions to member IAP accounts for the year ended June 30, 2019.

Additional disclosures related to Oregon PERS not applicable to specific employers are available online, or by contacting PERS at the following address: PO BOX 23700 Tigard, OR 97281-3700.

<https://www.oregon.gov/pers/emp/pages/GASB.aspx>

6. OTHER POST-EMPLOYMENT BENEFIT PLAN – (RHIA)

Plan Description:

As a member of Oregon Public Employees Retirement System (OPERS) the City contributes to the Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by OPERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. Oregon Revised Statute (ORS) 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants after January 1, 2004. OPERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700.

Funding Policy:

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 dollars or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the Retirement Health Insurance Account established by the employer, and any monthly cost in excess of \$60 dollars shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in OPERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in OPERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in an OPERS-sponsored health plan. A surviving spouse or dependent of a deceased OPERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from OPERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Participating employers are contractually required to contribute to RHIA at a rate assessed each year by OPERS, and the City currently contributes 0.53% of annual covered OPERF payroll and 0.45% of OPSRP payroll under a contractual requirement in effect until June 30, 2019. The OPERS Board of Trustees sets the employer contribution rates based on the annual required contribution of the employers (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) of the plan over a period not to exceed thirty years. The City's contributions to RHIA for the year ended June 30, 2019 were considered by management to be immaterial to the basic financial statements.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

6. OTHER POST-EMPLOYMENT BENEFIT PLAN – (RHIA) (CONTINUED)

At June 30, 2019, the City's net OPEB liability/(asset) and deferred inflows and outflows for RHIA were not considered to be material to the basic financial statements by management and were not accrued on the government wide statements.

7. OTHER QUALIFIED PLAN

There is available to permanent employees, other than public safety employees, a 401(k) qualified retirement plan.

The plan is a defined contribution plan, where by council resolution the City contributes an amount equivalent to the combined employer and employee contributions made for employees who participate in PERS. The employee is not required to contribute. The total amount contributed to the plan in the current fiscal year was \$86,937.

Benefits vest 50% after one year and 100% after two years of permanent employment. Under the plan employees may not withdraw funds until reaching age 62. The assets of the plan are held by the administrator for the sole benefit of the plan participants and are not considered assets or liabilities of the City.

8. DEFERRED COMPENSATION

A deferred compensation plan is available to employees wherein they may execute an individual agreement with the City for amounts earned by them to not be paid until a future date when certain circumstances are met. These circumstances are: termination by reason of death, disability, resignation, or retirement. Payment to the employee will be made over a period not to exceed 15 years. The deferred compensation plan is one which is authorized under IRC Section 457 and has been approved in its specifics by a private ruling from the Internal Revenue Service. The assets of the plan are held by the administrator for the sole benefit of the plan participants and are not considered assets or liabilities of the City.

9. OTHER POST EMPLOYMENT BENEFITS

Plan Description

The City, as a result of collective bargaining agreements, offers post-employment health care benefits under a single-employer, defined benefit plan for all employees who have completed a specified number of years of continuous service, are eligible for full OPERS benefits, and elect early retirement.

For eligible licensed employees the City will provide medical coverage for the lesser of seven years or until eligible for Medicare (age 65). For administrators, managers, supervisor and confidential employees, coverage is until Medicare eligibility date regardless of retirement age, assuming full OPERS coverage. For eligible classified employees with 15 years of service, coverage is provided up to the lesser of five years or until eligible for Medicare (age 65).

The City's post-retirement healthcare plan was established in accordance with Oregon Revised Statutes (ORS) 243.303. The plan is currently unfunded in accordance with GASB statement 75. In accordance with the terms of the plan, benefit payments are recognized when due and payable in the governmental statements. The activities of the plan are reported in the General Fund.

CITY OF KING CITY
WASHINGTON COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

9. OTHER POST EMPLOYMENT BENEFITS (CONTINUED)

The City implemented GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions for the fiscal year ended June 30, 2018. This implementation allows the City to report its liability for other post-employment benefits consistent with newly established generally accepted accounting principles and to reflect an actuarially determined liability for the present value of projected future benefits for retired and active employees on the financial statements. The City maintains single employer post-employment benefit programs (commonly referred to as early retirement). These programs cover licensed and administrative personnel of the City, individual employees, and certain retired employees.

In implementing GASB Statement No. 75, the following changes since the prior valuation were implemented; (a) the actuarial cost method was changed from Projected Unit Credit to Entry Age Normal, (b) the interest rate for discounting future liabilities was lowered to match municipal bond rates, (c) premium increase rates were modified to reflect anticipated experience, (d) the percentage of future retirees covering a spouse on the plan was decreased to reflect the anticipated experience, (e) demographic assumptions were revised to match (as closely as possible) those developed in the most recent experience study for Oregon PERS, and (f) an implicit rate subsidy is now being valued for participants in the health plans. In prior valuations, the City's participation in the health plans was determined to be a community rated arrangement.

Annual OPEB Cost and Total OPEB Liability – The annual other postemployment benefit (OPEB) cost is calculated based on the Total OPEB Liability, an amount actuarially determined in accordance with the parameters of GASB Statement 75. For detailed information and a table showing the components of the City's annual OPEB costs and liabilities, see page 31.

Actuarial Methods and Assumptions – The Total OPEB Liability for the current year was determined as part of the July 1, 2016 actuarial valuation using the entry age normal method. Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about mortality, claim cost and the healthcare cost trend. The actuarial assumptions included; (a) a rate of return on investment of present and future assets of 3.87% compounded annually; (b) no future increase in benefit payable from this program; (c) a general inflation rate of 2.5% per year, and (d) no post-retirement benefit increases and a payroll increase of 3.5%. Amounts determined regarding the funded status of the plan and the annual required contribution of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Under this method, the expected accrued benefit of each participant at benefit commencement (reflecting future expected increases in salaries and medical premiums) is allocated in equal proportion over the participant's years of service from hire to expected retirement. The normal cost is the present value of benefits expected to accrue in the current year. The present value of benefits accrued as of the valuation date is called the accrued liability.

Funding Status and Funding Progress – As of July 30, 2018, the plan was 0% funded. The actuarial accrued liability for benefits was \$47,711, and the actuarial value of assets was \$0. There is no estimated covered payroll.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

9. OTHER POST EMPLOYMENT BENEFITS (CONTINUED)

As of the July 1, 2018 valuation date, the following employees were covered by the benefit terms:

Total OPEB Liability

Participant Counts	Total
Number of Active Participants	11
Number of Retired Participants	1
Total Number of Participants	<u>12</u>

The City's total OPEB liability of \$47,711 was measured as of June 30, 2018, and was determined by an actuarial valuation as of July 1, 2018.

Actuarial Assumptions and Other Inputs

The City's total OPEB liability in the July 1, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified.

Actuarial assumptions

Valuation Date	July 1, 2018 rolled forward to June 30, 2019
Actuarial cost method	Entry Age Normal
Investment return assumption	The 3.87% investment return assumptions are based on a 20-Year General Obligation Bond Yield Index published by Bond Buyer
Plan Participation	100% assumed will elect coverage at retirement if eligible for district paid insurance; 40% assumed if only eligible for self-pay insurance
Inflation rate	2.5% for all future years
Annual salary rate increases	3.5% for all future years
Health care premium	
Beginning in 2018, a 40% excise tax will be imposed under the Affordable Care Act on employers if the aggregate value of medical coverage exceeds a threshold limit. This excise tax is not included in the calculations because it is believed to be immaterial in regard to the OPEB plan.	

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

9. OTHER POST EMPLOYMENT BENEFITS (CONTINUED)

Changes in Total OPEB Liability

Total OPEB Liability at June 30, 2018	\$ 85,089
Changes for the year:	
Service Cost	6,135
Interest on total OPEB liability	3,009
Changes of benefit terms	-
Differences between expected and actual experience	(17,279)
Changes of assumptions or other input	(14,787)
Benefit payments	(14,456)
Net changes in OPEB Liability	(37,378)
Total OPEB Liability at June 30, 2019	\$ 47,711

Changes of assumptions: Interest Discount, the investment return assumption was increased from 3.58% to 3.87%. Persistence, the drop rate for retirees self-paying for coverage, was reduced from 10% to 5%.

Sensitivity of the total OPEB Liability to changes in discount rate – the following presents the total OPEB liability of the City, as well as what the City's total OPEB Liability would be if it were calculated using a discount rate one percentage point higher and lower than the current rate.

	1% Lower (2.87%)	Current Discount Rate (3.87%)	1% Higher (4.87%)
Total OPEB Liability	\$ 51,568	\$ 47,711	\$ 44,221

Sensitivity of the total OPEB Liability to changes in the healthcare cost trend rates – the following presents the total OPEB liability of the City, as well as what the City's total OPEB Liability would be if it were calculated using health care cost trend rates that are one percentage point higher and lower than the current healthcare cost trend rates.

	1% Lower	Current Healthcare Trend Rates	1% Higher
Total OPEB Liability	\$ 42,759	\$ 47,711	\$ 53,734

OPEB Expense and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2019, the City recognized OPEB income of \$5,754 in the government wide Statement of Activities. At June 30, 2019, the City reported deferred inflows and outflows of resources relating to the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Difference between expected and actual experience	\$ (15,664)	\$ -
Changes of assumptions or other inputs	(16,549)	-
Subtotal	(32,213)	-
Benefit Payments .	-	13,968
Total	\$ (32,213)	\$ 13,968

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

9. OTHER POST EMPLOYMENT BENEFITS (CONTINUED)

Amounts reported as deferred outflows of resources \$0 and deferred inflows of resources \$(32,213) net to \$(32,213) and will be recognized in OPEB expense as follows.

Fiscal Year Ending June 30,	Deferred Outflow (Inflow) Recognized in Pension Expense
2020	\$ (3,390)
2021	(3,390)
2022	(3,390)
2023	(3,390)
2024	(3,390)
Thereafter	(15,263)
Total	<u>\$ (32,213)</u>

10. PROPERTY TAX LIMITATIONS

The State of Oregon voters imposed a constitutional limit on property taxes for schools and non-school government operations. School operations include community colleges, local school districts, and education service districts. The limitation provides that property taxes for non-school operations are limited to \$10.00 for each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation bonded debt. The State voters further reduced property taxes by replacing the previous constitutional limits on tax bases with a rate and value limit in 1997. This reduction was accomplished by rolling property values back to their 1995-96 values less 10% and limiting future tax value growth of each property to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The State Constitution sets restrictive voter approval requirements for most tax and many fee increases and new bond issues, and requires the State to minimize the impact to school districts from the impact of the tax cuts.

11. INTERFUND RECEIVABLES / PAYABLES

Activity between funds that represent lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e. the current portion of interfund loans) or "advances to/from other funds" (i.e. the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds".

The composition of due to/from is as follows:

Fund	Due From other Funds	Due To other Funds
General Fund	\$ -	\$ 2,477,667
Street Fund	59,350	-
Transportation Development Tax Fund	2,076,718	-
Parks SDC Fund	341,599	-
	<u>\$ 2,477,667</u>	<u>\$ 2,477,667</u>

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

12. INTERFUND TRANSFERS

The composition of interfund transfers is as follows:

<u>Fund</u>	<u>Transfers Out</u>	<u>Transfers In</u>
General Fund	\$ -	\$ 438,973
Street Fund	35,235	-
Transportation Development Tax Fund	48,000	-
Local Option Levy Fund	305,738	-
Parks SDC Fund	50,000	-
	<u>\$ 438,973</u>	<u>\$ 438,973</u>

The internal transfers are budgeted and recorded to show legal and operational commitments between funds such as cost sharing.

13. TAX ABATEMENTS

As of June 30, 2019, the City of King City potentially had tax abatements through various state allowed programs that impacted levied taxes. Based on the information available from the county as of the date of issuance of these basic financial statements, there were no material abatements disclosed by the county for the year ended June 30, 2019 for any program covered under GASB 77.

14. RISK MANAGEMENT

There is exposure to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and natural disasters. Commercial insurance is purchased to minimize exposure to these risks. Settled claims have not exceeded this commercial coverage for any of the past three fiscal years.

CITY OF KING CITY
WASHINGTON COUNTY, OREGON
REQUIRED SUPPLEMENTARY INFORMATION

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**SCHEDULE CHANGES IN TOTAL LIABILITY AND RELATED RATIOS
EARLY RETIREMENT PROGRAM AND OPEB PLAN
June 30, 2019**

PLAN (OPEB): (Health Insurance)

SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS

<u>Year Ended June 30,</u>	<u>Total OPEB Liability - Beginning</u>	<u>Service Cost</u>	<u>Interest</u>	<u>Changes of Benefit Terms</u>	<u>Changes of Assumptions</u>	<u>Differences Between Expected and Actual</u>	<u>Benefit Payments</u>	<u>Total OPEB Liability - End of Year</u>	<u>Estimated Covered Payroll</u>	<u>Total OPEB Liability as a % of Covered Payroll</u>
2019	\$ 85,089	\$6,135	\$3,009	\$ -	\$ (17,279)	\$ (14,787)	\$(14,456)	\$ 47,711	N/A	N/A
2018	92,427	6,437	2,641	-	(3,930)	-	(12,486)	85,089	N/A	N/A

The above tables present the most recent actuarial valuations for the City's post-retirement benefit.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

CITY OF KING CITY
WASHINGTON COUNTY, OREGON

REQUIRED SUPPLEMENTARY INFORMATION

At June 30, 2019

PERS

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Year Ended June 30,	(a) Employer's proportion of the net pension liability (NPL)	(b) Employer's proportionate share of the net pension liability (NPL)	(c) Employer's covered payroll	(b/c) NPL as a percentage of covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2019	0.0040 %	\$ 612,925	\$ 352,409	173.9 %	82.1 %
2018	0.0047	629,604	357,392	176.2	83.1
2017	0.0044	658,717	352,707	186.8	80.5
2016	0.0046	264,428	350,407	75.5	91.9
2015	0.0044	(91,744)	300,611	(30.5)	103.6
2014	0.0044	206,546	273,970	75.4	92.0

The amounts presented for each fiscal year were actuarially determined at 12/31 and rolled forward to the measurement date of 6/30 for each year presented.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

SCHEDULE OF CONTRIBUTIONS

	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a percent of covered payroll
2019	\$ 80,652	\$ 80,652	\$ -	\$ 418,692	19.3 %
2018	68,053	68,053	-	352,409	19.3
2017	53,336	53,336	-	357,392	14.9
2016	50,548	50,548	-	352,707	14.3
2015	45,565	45,565	-	350,407	13.0
2014	36,360	36,360	-	300,611	12.1

The amounts presented for each fiscal year were actuarially determined at 12/31 and rolled forward to the measurement date of 6/30 for each year presented.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

<u>GENERAL FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES:				
Property Taxes - Current	\$ 760,000	\$ 760,000	\$ 602,678	\$ (157,322)
Property Taxes - Delinquent	-	-	23,327	23,327
City Franchise Fees	240,000	240,000	249,169	9,169
County Vehicle Registration Tax	-	-	61,373	61,373
Taxes- Liquor/Cigarette/Motel/Marijuana	191,800	191,800	231,785	39,985
State Revenue Sharing	35,000	35,000	43,854	8,854
Grants	13,295	13,295	12,000	(1,295)
Court Fines	80,000	80,000	173,636	93,636
Licenses, Fees & Building Permits	159,000	159,000	61,877	(97,123)
Metro Excise Tax	13,000	13,000	1,680	(11,320)
School CET	130,000	130,000	16,766	(113,234)
OR State Surcharge	15,000	15,000	4,200	(10,800)
New Development Review	-	-	5,341	5,341
Passport Fees	55,000	80,000	85,625	5,625
Interest on Investments	20,000	30,000	35,748	5,748
Water Revenue	65,000	71,800	89,521	17,721
Miscellaneous	1,000	1,000	166,586	165,586
Total Revenues	<u>\$ 1,778,095</u>	<u>\$ 1,819,895</u>	<u>\$ 1,865,166</u>	<u>\$ 45,271</u>

Continued on page -33B-

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

	GENERAL FUND			VARIANCE POSITIVE (NEGATIVE)
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES:				
City Council				
Materials and Services	\$ 73,660	\$ 73,660	\$ 65,151	\$ 8,509
Total City Council	73,660	73,660 (1)	65,151	8,509
Administration Department				
Personnel Services	520,405	524,825	629,079	(104,254)
Materials and Services	652,248	629,098	227,739	401,359
Capital Outlay	12,000	1,489,000	1,610,171	(121,171)
Total Administration	1,184,653	2,642,923 (1)	2,466,989	175,934
Police Department				
Personnel Services	766,475	810,025	802,850	7,175
Materials and Services	188,605	168,105	147,607	20,498
Capital Outlay	3,950	20,950	3,205	17,745
Total Police Department	959,030	999,080 (1)	953,662	45,418
General Services				
Debt Service	100,000	100,000	-	100,000
Contingency	600,000	600,000	-	600,000
Total General Services	700,000	700,000 (1)	-	700,000
Total Expenditures	2,917,343	4,415,663	3,485,802	929,861
Excess of Revenues Over, (Under) Expenditures	(1,139,248)	(2,595,768)	(1,620,636)	975,132
Other Financing Sources, (Uses):				
Transfers In	445,544	432,924	438,973	6,049
Loan Proceeds	-	1,250,000	1,572,170	322,170
Total Other Financing Sources, (Uses)	445,544	1,682,924	2,011,143	328,219
Net Change in Fund Balance	(693,704)	(912,844)	390,507	1,303,351
Beginning Fund Balance	1,300,000	1,500,000	1,500,634	634
Ending Fund Balance	\$ 606,296	\$ 587,156	\$ 1,891,141	\$ 1,303,985

(1) Appropriation Level
Continued from page -33A-

CITY OF KING CITY
WASHINGTON COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019

STREET FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES:				
State Gas Tax	\$ 200,000	\$ 225,000	\$ 272,239	\$ 47,239
Washington County Gas Tax	12,000	14,000	13,340	(660)
City Privilege Tax	32,000	35,000	35,609	609
Bike Path	2,000	2,250	2,750	500
Interest on Investments	5,500	5,500	2,888	(2,612)
Special Cities Allotment	50,000	50,000	-	(50,000)
CWS/SWM Fees	54,000	54,000	60,095	6,095
Miscellaneous	500	500	-	(500)
Total Revenues	356,000	386,250	386,921	671
EXPENDITURES:				
Personnel Services	-	64,630 (1)	55,130	9,500
Materials and Services	122,360	142,289 (1)	105,909	36,380
Capital Outlay	336,000	285,000 (1)	260,798	24,202
Contingency	28,596	8,596 (1)	-	8,596
Total Expenditures	486,956	500,515	421,837	78,678
Excess of Revenues Over, (Under) Expenditures	(130,956)	(114,265)	(34,916)	79,349
Other Financing Sources, (Uses):				
Transfer In	-	20,000	-	(20,000)
Transfer Out	(69,044)	(35,235) (1)	(35,235)	-
Total Other Sources, (Uses)	(69,044)	(15,235)	(35,235)	(20,000)
Net Change in Fund Balance	(200,000)	(129,500)	(70,151)	59,349
Beginning Fund Balance	200,000	129,500	129,501	1
Ending Fund Balance	\$ -	\$ -	\$ 59,350	\$ 59,350

(1) Appropriation Level

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON
SUPPLEMENTARY INFORMATION**

This Page Intentionally Left Blank

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

TRANSPORTATION DEVELOPMENT TAX FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES:				
Traffic Development Tax	\$ 253,740	\$ 253,740	\$ 59,702	\$ (194,038)
Interest On Investments	32,000	32,000	57,131	25,131
Total Revenues	<u>285,740</u>	<u>285,740</u>	<u>116,833</u>	<u>(168,907)</u>
EXPENDITURES:				
Capital Outlay	500,000	1,000,000 (1)	449,193	550,807
Contingency	100,000	100,000 (1)	-	100,000
Total Expenditures	<u>600,000</u>	<u>1,100,000</u>	<u>449,193</u>	<u>650,807</u>
Excess of Revenues, Over (Under) Expenditures	(314,260)	(814,260)	(332,360)	481,900
Other Financing Sources, (Uses):				
Transfer Out	<u>(48,000)</u>	<u>(48,000) (1)</u>	<u>(48,000)</u>	<u>-</u>
Total Other Sources, (Uses)	<u>(48,000)</u>	<u>(48,000)</u>	<u>(48,000)</u>	<u>-</u>
Net Change in Fund Balance	(362,260)	(862,260)	(380,360)	481,900
Beginning Fund Balance	<u>2,400,000</u>	<u>2,400,000</u>	<u>2,457,078</u>	<u>57,078</u>
Ending Fund Balance	<u>\$ 2,037,740</u>	<u>\$ 1,537,740</u>	<u>\$ 2,076,718</u>	<u>\$ 538,978</u>

(1) Appropriations Level

CITY OF KING CITY
WASHINGTON COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019

LOCAL OPTION LEVY FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES:				
Interest On Investments	\$ 500	\$ 500	\$ 1,239	\$ 739
Property Delinquent	3,000	3,000	8,407	5,407
Serial Levy	<u>275,000</u>	<u>275,000</u>	<u>274,903</u>	<u>(97)</u>
Total Revenues	<u>278,500</u>	<u>278,500</u>	<u>284,549</u>	<u>6,049</u>
EXPENDITURES:				
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues Over, (Under) Expenditures	278,500	278,500	284,549	6,049
Other Financing Sources, (Uses):				
Transfers Out	<u>(278,500)</u>	<u>(299,689) (1)</u>	<u>(305,738)</u>	<u>(6,049)</u>
Total Other Sources, (Uses)	<u>(278,500)</u>	<u>(299,689)</u>	<u>(305,738)</u>	<u>(6,049)</u>
Net Change in Fund Balance	-	(21,189)	(21,189)	-
Beginning Fund Balance	<u>-</u>	<u>21,189</u>	<u>21,189</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

(1) Appropriations Level

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

<u>PARKS SDC FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES:				
Interest on Investments	\$ 3,000	\$ 3,000	\$ 11,121	\$ 8,121
Developmental Charges	<u>105,000</u>	<u>105,000</u>	<u>22,365</u>	<u>(82,635)</u>
Total Revenues	<u>108,000</u>	<u>108,000</u>	<u>33,486</u>	<u>(74,514)</u>
EXPENDITURES:				
Capital Outlay	100,000	100,000 (1)	87,851	12,149
Contingency	<u>100,000</u>	<u>100,000</u> (1)	<u>-</u>	<u>100,000</u>
Total Expenditures	<u>200,000</u>	<u>200,000</u>	<u>87,851</u>	<u>112,149</u>
Excess of Revenue Over, (Under) Expenditures	(92,000)	(92,000)	(54,365)	37,635
Other Financing Sources, (Uses):				
Transfers Out	<u>(50,000)</u>	<u>(70,000)</u> (1)	<u>(50,000)</u>	<u>20,000</u>
Total Other Sources, (Uses)	<u>(50,000)</u>	<u>(70,000)</u>	<u>(50,000)</u>	<u>20,000</u>
Net Change in Fund Balance	(142,000)	(162,000)	(104,365)	57,635
Beginning Fund Balance	<u>440,000</u>	<u>440,000</u>	<u>445,964</u>	<u>5,964</u>
Ending Fund Balance	<u>\$ 298,000</u>	<u>\$ 278,000</u>	<u>\$ 341,599</u>	<u>\$ 63,599</u>

(1) Appropriations Level

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF PROPERTY TAX TRANSACTIONS AND BALANCES
OF TAXES UNCOLLECTED
For the Year Ended June 30, 2019**

<u>TAX YEAR</u>	<u>ORIGINAL LEVY OR BALANCE UNCOLLECTED 7/01/18</u>	<u>DEDUCT DISCOUNTS</u>	<u>ADJUSTMENTS TO ROLLS</u>	<u>ADD INTEREST</u>	<u>CASH COLLECTIONS BY COUNTY TREASURER</u>	<u>BALANCE UNCOLLECTED OR UNSEGREGATED 6/30/19</u>
<u>General Fund:</u>						
CURRENT:						
2018-19	\$ 954,618	\$ 26,160	\$ (2,880)	\$ 200	\$ 916,164	\$ 9,614
PRIOR YEARS:						
2017-18	10,674	(112)	(4,959)	434	3,243	3,018
2016-17	8,202	55	(3,684)	276	3,289	1,450
2015-16	5,228	36	(2,909)	259	2,036	506
2014-15	4,221	85	(993)	132	3,105	170
Prior	12,331	326	(619)	95	88	11,393
Total Prior	40,656	390	(13,164)	1,196	11,761	16,537
Total All Funds	<u>\$ 995,274</u>	<u>\$ 26,550</u>	<u>\$ (16,044)</u>	<u>\$ 1,396</u>	<u>\$ 927,925</u>	<u>\$ 26,151</u>

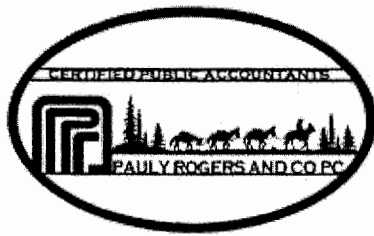
RECONCILIATION OF REVENUE:

	<u>Revenue</u>
Per County Treasurer Above	\$ 927,925
Accrual of Receivables:	
June 30, 2018	(20,333)
June 30, 2019	1,723
Change from prior year's Unearned Revenue (see page 6)	<u>4,105</u>
Total Fund Collections per Financial Statements	<u>\$ 913,420</u>

**CITY OF KING CITY
WASHINGTON COUNTY, OREGON**

INDEPENDENT AUDITORS' REPORT REQUIRED BY OREGON STATE REGULATIONS

This Page Intentionally Left Blank



PAULY, ROGERS, AND CO., P.C.
12700 SW 72nd Ave. Tigard, OR 97223
(503) 620-2632 (503) 684-7523 FAX
www.paulyrogersandcpcas.com

March 25, 2020

Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the City of King City as of and for the year ended June 30, 2019, and have issued our report thereon dated March 25, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of the basic financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**
- **Programs funded by outside sources.**
- **Indebtedness limitations, restrictions and repayment.**

In connection with our testing nothing came to our attention that caused us to believe that the City of King City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except as follows:

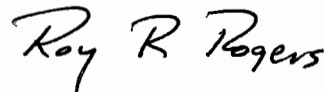
1. Expenditures were within authorized appropriations except as noted on page 10.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

We noted a matter involving the internal control structure and its operation that we consider to be a material weakness under standards established by the American Institute of Certified Public Accountants, which is noted in our management letter dated March 25, 2020.

This report is intended solely for the information and use of the Council members and management and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

A handwritten signature in black ink that reads "Roy R. Rogers". The signature is written in a cursive style with a large, stylized "R" and "R".

Roy R. Rogers, CPA
PAULY, ROGERS AND CO., P.C

ITEM 7.2

March 2020 Financial Statement

CITY OF KING CITY

SUMMARY

GENERAL FUND

AS OF 03/31/2020

	Accrual Basis Adopted Budget	Accrual Basis Current March	Year to Date	% of Budget
Revenues				75.00%
OPENING BALANCE Assets Net				
OPENING BALANCE Assets Net				
OPENING BALANCE Operating CHANGE	\$	-	\$ 29,560.42	
OPENING BALANCE Operating	\$ 1,850,000.00	\$ -	\$ 1,861,580.49	100.63%
INTEREST				
Interest	\$ 35,000.00	\$ 3,334.81	\$ 24,639.66	70.40%
REVENUES				
Property Tax	\$ 790,000.00	\$ 14,566.88	\$ 780,295.09	98.77%
Other Taxes	\$ 297,800.00	\$ 72,655.66	\$ 299,184.23	100.46%
Total Grants	\$ 430,495.00	\$ 15,915.00	\$ 63,415.00	14.73%
Fees - License	\$ 20,000.00	\$ 802.00	\$ 12,653.94	63.27%
Fees - Franchise	\$ 240,000.00	\$ 210,738.61	\$ 323,737.65	134.89%
Fees - Passports	\$ 80,000.00	\$ 3,430.00	\$ 59,235.00	74.04%
Fees - Building Permits	\$ 43,000.00	\$ 3,758.97	\$ 39,375.67	91.57%
Fees - New Development Review	\$ 14,000.00	\$ -	\$ 2,900.00	
Fees - Building Permits Taxes	\$ 36,000.00	\$ 259.16	\$ 1,912.85	5.31%
Fees - Annexation	\$ -	\$ -	\$ -	
Proceeds - Court	\$ 80,000.00	\$ 5,705.73	\$ 56,829.34	71.04%
Proceeds - Court Fine Delinquent	\$ -	\$ -	\$ 43,567.87	
Revenue - Water	\$ 90,000.00	\$ -	\$ -	0.00%
Miscellaneous	\$ 1,000.00	\$ 217.33	\$ 6,808.22	680.82%
Total Transfer In	\$ 401,735.00	\$ 33,477.90	\$ 301,301.38	75.00%
CURRENT REVENUES	\$ 2,559,030.00	\$ 364,862.05	\$ 2,015,855.90	78.77%
TOTAL REVENUES	\$ 4,409,030.00	\$ 364,862.05	\$ 3,906,996.81	88.61%

Expenditures

	Accrual Basis Adopted Budget	Accrual Basis Current March	Year to Date	% of Budget
				75.00%
CITY COUNCIL	\$ 103,660.00	\$ 769.86	\$ 43,550.32	42.01%
CITY MANAGER	\$ 185,669.00	\$ 12,620.33	\$ 137,165.38	73.88%
PLANNING & FINANCE	\$ 1,072,743.00	\$ 38,066.00	\$ 450,755.05	42.02%
PUBLIC INFORMATION	\$ 6,000.00	\$ 233.33	\$ 2,099.97	35.00%
POLICE MUNICIPAL COURT	\$ 118,970.00	\$ 6,491.37	\$ 75,479.49	63.44%
BUILDING DEPARTMENT	\$ 89,261.00	\$ 2,987.92	\$ 35,940.56	40.26%
POLICE ADMINISTRATION	\$ 89,222.00	\$ 6,607.69	\$ 66,232.20	74.23%
POLICE OPERATION	\$ 1,035,983.00	\$ 76,762.32	\$ 656,879.74	63.41%
GENERAL SERVICES - TRF & CONT	\$ 1,607,522.00	\$ -	\$ -	0.00%
GENERAL SERVICES - DEBT SERVICE	\$ 100,000.00	\$ -	\$ 15,393.09	15.39%
TOTAL EXPENDITURES	\$ 4,409,030.00	\$ 144,538.82	\$ 1,483,495.80	33.65%
Account's Receivable - Collection/Fines			(\$246,205.65)	
ENDING FUND BALANCE	\$ -	\$ 220,323.23	\$ 2,177,295.36	

*****Highlighted Numbers are Due to Supplemental Budget*****

STREET FUND

AS OF 03/31/2020

Revenues	Accrual Basis Adopted Budget	Accrual Basis Current March	Year to Date	% of Budget 75.00%
OPENING BALANCE Assets Net			\$ 12,886,392.15	
ENDING BALANCE Assets Net CHANGE		\$ (3,755.27)	\$ 676,193.19	
OPENING BALANCE Operating	\$ 60,000.00	\$ -	\$ 264,022.96	440.04%
INTEREST				
Interest	\$ 5,500.00	\$ 651.06	\$ 1,613.34	29.33%
REVENUES				
Total Taxes	\$ 324,500.00	\$ 23,427.81	\$ 197,569.41	60.88%
Total Grants	\$ 50,000.00	\$ -	\$ 46,907.00	
FEES - CWS/SWM	\$ 60,000.00	\$ -	\$ 83,275.14	138.79%
Miscellaneous	\$ 500.00	\$ -	\$ -	
TRANSFERS IN				
Trf: Park SDC Fund	\$ 20,000.00	\$ 1,666.66	\$ 15,000.02	
CURRENT REVENUES	\$ 460,500.00	\$ 25,745.53	\$ 344,364.91	74.78%
TOTAL REVENUES	\$ 520,500.00	\$ 25,745.53	\$ 608,387.87	116.89%
Expenditures				
	Accrual Basis Adopted Budget	Accrual Basis Current March	Year to Date	% of Budget 75.00%
Roadway/Signs/Markings/Lighting	\$ 36,194.00	\$ 119.94	\$ 4,114.57	11.37%
Street Operation	\$ 197,306.00	\$ 15,001.08	\$ 130,950.65	66.37%
capital Improvements	\$ 287,000.00	\$ -	\$ 86,471.19	30.13%
TOTAL EXPENDITURES	\$ 520,500.00	\$ 15,121.02	\$ 221,536.41	42.56%
ENDING FUND BALANCE	\$ -	\$ 10,624.51	\$ 386,851.46	

*****Highlighted Numbers are Due to Supplemental Budget*****

CITY OF KING CITY

SUMMARY

LOCAL OPTION FUND

AS OF 03/31/2020

Revenues	Accrual Basis Adopted Budget	Accrual Basis Current March	Year to Date	% of Budget 75.00%
----------	---------------------------------	--------------------------------	--------------	-----------------------

OPENING BALANCE Assets Net

\$ - \$ -

INTEREST

Interest	\$ 500.00	\$ 155.30	\$ 562.79	112.56%
----------	-----------	-----------	-----------	---------

REVENUES

Tax -Property	\$ 280,000.00	\$ 5,200.32	\$ 277,862.91	99.24%
---------------	---------------	-------------	---------------	--------

Tax -Property Delinquent	\$ 3,000.00	\$ 30.25	\$ 2,333.09	77.77%
--------------------------	-------------	----------	-------------	--------

TRANSFERS IN

Trf: General Fund	\$ -	\$ -	\$ -	
-------------------	------	------	------	--

CURRENT REVENUES	\$ 283,500.00	\$ 5,385.87	\$ 280,758.79	99.03%
-------------------------	----------------------	--------------------	----------------------	---------------

TOTAL REVENUES	\$ 283,500.00	\$ 5,385.87	\$ 280,758.79	99.03%
-----------------------	----------------------	--------------------	----------------------	---------------

Expenditures

	Accrual Basis Adopted Budget	Accrual Basis Current March	Year to Date	% of Budget 75.00%
--	---------------------------------	--------------------------------	--------------	-----------------------

Transfers Out	\$ 283,500.00	\$ 23,625.00	\$ 212,625.00	75.00%
---------------	---------------	--------------	---------------	--------

TOTAL EXPENDITURES	\$ 283,500.00	\$ 23,625.00	\$ 212,625.00	75.00%
---------------------------	----------------------	---------------------	----------------------	---------------

ENDING FUND BALANCE	\$ -	\$ (18,239.13)	\$ 68,133.79	
----------------------------	-------------	-----------------------	---------------------	--

PARK SYSTEM DEVELOPMENT FUND

AS OF 03/31/2020

	Accrual Basis	Accrual Basis	Year to Date	% of Budget
Revenues	Adopted Budget	Current March		75.00%
OPENING BALANCE Assets Net	\$ 445,964.00	\$ -	\$ 341,599.17	76.60%
INTEREST				
Interest	\$ 8,000.00	\$ 337.24	\$ 4,889.48	61.12%
REVENUES				
System Development Charges	\$ 31,950.00	\$ -	\$ -	0.00%
METRO	\$ -	\$ -	\$ -	
TRANSFERS IN				
Trf: General Fund	\$ -	\$ -	\$ -	
CURRENT REVENUES	\$ 39,950.00	\$ 337.24	\$ 4,889.48	12.24%
TOTAL REVENUES	\$ 485,914.00	\$ 337.24	\$ 346,488.65	71.31%

Expenditures

	Accrual Basis	Accrual Basis	Year to Date	% of Budget
	Adopted Budget	Current March		75.00%
Transfers Out	\$ 70,000.00	\$ 5,833.32	\$ 52,500.12	75.00%
Park Improvements	\$ 150,000.00	\$ 869.68	\$ 105,475.80	70.32%
Contingency	\$ 100,000.00	\$ -	\$ -	0.00%
Reserved for Future Expenditure	\$ 165,914.00	\$ -	\$ -	0.00%
TOTAL EXPENDITURES	\$ 485,914.00	\$ 6,703.00	\$ 157,975.92	32.51%
ENDING FUND BALANCE	\$ -	\$ (6,365.76)	\$ 188,512.73	

*****Highlighted Numbers are Due to Supplemental Budget*****

CITY OF KING CITY

SUMMARY

Transportation Development Tax Fund

AS OF 03/31/2020

Revenues	Accrual Basis Adopted Budget	Accrual Basis Current March	Year to Date	% of Budget 75.00%
OPENING BALANCE Assets Net	\$ 2,400,000.00	\$ -	\$ 1,872,044.76	
INTEREST				
Interest - TDT	\$ 32,000.00	\$ 898.82	\$ 21,982.16	
REVENUES				
TDT	\$ 84,580.00	\$ -	\$ -	
METRO	\$ -	\$ -	\$ -	
TRANSFERS IN				
Trf: General Fund	\$ -	\$ -	\$ -	
CURRENT REVENUES	\$ 116,580.00	\$ 898.82	\$ 21,982.16	
TOTAL REVENUES	\$ 2,516,580.00	\$ 898.82	\$ 1,894,026.92	
Expenditures				
	Accrual Basis Adopted Budget	Accrual Basis Current March	Year to Date	% of Budget 75.00%
Capital Outlay TDT				
Street Improvements -	\$ 1,300,000.00	\$ -	\$ 1,341,729.79	
Transfers Out	\$ 48,000.00	\$ 4,000.00	\$ 36,000.00	
Contingency	\$ 100,000.00	\$ -	\$ -	
Reserved for Future Expenditure	\$ 1,068,580.00			
TOTAL EXPENDITURES	\$ 2,516,580.00	\$ 4,000.00	\$ 1,377,729.79	
ENDING FUND BALANCE	\$ -	\$ (3,101.18)	\$ 516,297.13	

*****Highlighted Numbers are Due to Supplemental Budget*****

ITEM 7.3

*R-2020-11A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO
VOLUNTEERS OF CITY OF KING CITY*

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 17th, 2020

Order ____ No.	Ordinance ____ No.	Resolution <u>X</u> No. R-2020-11	Motion ____	Information ____
---------------------------------	-------------------------------------	--	--------------------	-------------------------

**SUBJECT: A RESOLUTION EXTENDING
WORKERS' COMPENSATION COVERAGE TO
VOLUNTEERS OF CITY OF KING CITY**

SUBMITTED BY: RONNIE SMITH

**Contact Person (Preparer) for this
Motion: Ronnie Smith, City Recorder
Dept.: City Manager & Legal**

RECOMMENDATION:

City Staff Recommends the City Council Adopt this resolution.

EXECUTIVE SUMMARY:

This resolution is an updated resolution to R-2017-04 and extending workers' Compensation coverage to volunteers with in the city boundary. We are adding clerical and Public Events to the policy.

FISCAL IMPACT:

The City of King City will add the following to the workers' comp plan:

1. Clerical – \$5.00 per payroll per person.

STRATEGIC ASSESSMENT:

None

File can be found at: \\fs1\share_city\resolutions\1b resolutions\2020\r-2020-11a resolution extending workers' compensation coverage to volunteers of city of king city.doc



RESOLUTION NO. R-2020-11



A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF KING CITY

RECITALS:

A resolution extending workers' compensation coverage to volunteers of City of King City, in which King City elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule, and verified at audit:

1. Public Safty Volunteers

Applicable____ **Non-applicable X**

An assumed monthly wage of \$0.00 per month per volunteer will be used for public safety volunteers in the following volunteer positions (check all that apply):

- ☐ Police reserve
- ☐ Search and rescue
- ☐ Firefighter
- ☐ Emergency medical personnel
- ☐ Ambulance drivers
- ☐ Other_____

2. Volunteer Boards, Commissions, and councils for the performance of administrative duties.

Applicable X Non-applicable____

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, the commission, or council for the performance of administrative duties. The covered are as followed:

- a. City Council
- b. Planning Commission
- c. Budget Committee

3. Manual labor by elected officials.

Applicable____ **Non-applicable X**

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above. No duties listed.

4. Non-public safety volunteers.

Applicable X Non-applicable____

All non-public safety volunteers listed below will track their hours, and Oregon's minimum wage will serve as an assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed. (List specific non-public safety volunteers below)

- ☐ Parks and recreation
- ☐ Senior center
- ☐ Public works
- ☐ Library
- ☒ Other: Data management, Data entry (including GIS, Business Licenses, and other permits) 8810V–Clerical

5. Public Events

Applicable____ **Non-applicable X**

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as a basis for premium and/or benefit calculation: (List specific events)

- a. State of the City (third Wednesday in June)
- b. Fourth of July festival
- c. Community outreach (going house to house for signature on annexations)
- d. 9410V – municipal NOC

6. Community Service Volunteers/Inmates

Applicable____ **Non-applicable X**

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of King City

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

7. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided, that City of King City.

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage.
- b. CIS approves the coverage and date of coverage.
- c. CIS provides written confirmation of coverage.

The city of King City agrees to maintain verifiable rosters for all volunteers, including volunteer name, date of service, and hours of service, and make them available at the time of a claim or audit to verify coverage.

Now, therefore, be it Resolved by the City of King City to provide workers' compensation coverage, as indicated above.

This resolution was PASSED and ADOPTED this 5th day of June 2020 and takes effect upon passage.

Kenneth Gibson, Mayor

Mike Weston, City Manger

ATTEST:

Ronnie L. Smith, City Recorder

ITEM 7.4

***R-2020-12A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KING CITY ADOPTING A VOLUNTEER
POLICY***

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 17th, 2020

Order ____ No.	Ordinance ____ No.	Resolution <u>X</u> No. R-2020-12	Motion ____	Information ____
-------------------	-----------------------	--------------------------------------	-------------	------------------

SUBJECT: RESOLUTION NO. R-2020-12

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF KING CITY ADOPTING A
VOLUNTEER POLICY**

SUBMITTED BY: RONNIE SMITH

Contact Person (Preparer) for this
Motion: Ronnie Smith, City Recorder
Dept.: City Manager & Legal

RECOMMENDATION:

City Staff Recommends the City Council Adopt this resolution.

EXECUTIVE SUMMARY:

The City wishes to establish an administrative policy and procedure for promoting volunteerism and connecting volunteers with various service opportunities within the City of King City.

FISCAL IMPACT:

The city will pay worker comp insurance which will be:

Clerical – \$5.00 per payroll per person.

Event or Community outreach - \$89.00 per payroll per person if we add it to the workers' comp plan.

STRATEGIC ASSESSMENT:

None

File can be found at: \\fs1\share_city\resolutions\1b resolutions\2020\resolution adopting volunteer policy.docx



RESOLUTION NO. R-2020-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KING CITY ADOPTING A VOLUNTEER POLICY

RECITALS:

WHEREAS, the City Council wishes to establish an administrative policy and procedure for promoting volunteerism and connecting volunteers with various service opportunities within the City of King City;

WHEREAS, the City Council aims to recognize and promote the substantial and ongoing contribution made by volunteers to improve the quality of life of our citizens;

WHEREAS, the City Council agrees that volunteers can help meet the City's vision, mission and values;

WHEREAS, the City Council agrees that sound policies, procedures and processes are necessary to support volunteering along with protecting the safety and welfare of all concerned.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KING CITY:

That the City Council of the City of King City formally adopts a Volunteer Policy as shown on Exhibit A, which is hereby attached and made part of this resolution.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF KING CITY THIS 17 DAY OF JUNE, 2020.

Kenneth Gibson, Mayor

Mike Weston, City Manager

ATTEST:

Ronnie L. Smith, City Recorder

EXHIBIT A



City of King City Volunteer Policy Manual

Introduction

Thank you for your interest in volunteering for the City of King City. Volunteers play a vital role in delivering services to King City. It is important to offer volunteer experiences that benefit both the volunteers and the community. The City understands volunteering allows citizens to give back to their community in meaningful ways and is a critical resource to the organization. Your service is highly valued and appreciated.

The City of King City is firmly committed to the safety of our volunteers. We make every reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards.

Volunteer Definition

A volunteer is any person, approved by the City of King City, who donates service in a City-sponsored volunteer program without expectation of pay or remuneration, other than reimbursement of approved incidental expenses for those services rendered. Types of volunteers include:

- Elected officials
 - City Council
- Board members
 - Planning Commission
 - Budget Committee
- Non-public safety volunteers.
 - Clerical
- Public Events – Municipal NOC
 - State of the City (third Wednesday in June)
 - Fourth of July festival
 - Community outreach (going house to house for signature on annexations)
- City of King City employees may volunteer in other departments if:
 - The volunteer position is with an established City of King City volunteer program,
 - Duties of the position are outside the employee's normal work duties,
 - No work time is used to perform the volunteer duties,



EXHIBIT A

- The volunteer duties are performed solely at the option of the employee and there is no expectation, direct or implied, that the employee performs volunteer service, and
- The employee signs a waiver indicating that the decision to volunteer is entirely his/her own and no payment for the work will be rendered.

Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer registration form is signed and approved by the City of King City and a parent or guardian.

Who is Not a Volunteer?

- Work release inmates (by election) – Volunteer Accident Policy coverage provided with waiver.
- Community service workers (by election) – Volunteer Accident Policy coverage provided with waiver.
- Persons not approved by City of King City for volunteer service.
- Individuals under the age of 18 without a registration form signed and approved by parent or guardian.
- Individuals or groups that are volunteering for another agency are not covered by City of King City. Example: Boys Scouts performing services at a public event or volunteers of another entity responding in a mutual aid agreement.

Policies and Procedures to Become a Volunteer

Registration/Application

Potential volunteers must contact the City of King City prior to performing a volunteer project or job. The Volunteer Coordinator or HR Manager oversees the Volunteer Program and will assist potential volunteers in determining the job specifics that best meet the needs of the city and the volunteer.

All volunteers must complete and sign the Volunteer Registration Form and waiver form, and return the completed forms for approval prior to start of work. Emergency contact information will be obtained from the Volunteer Registration Form in the event of an emergency.

Screening Process

Interviews may be conducted for certain positions prior to selection. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments. Certain volunteer positions may require an additional Authorization to Release information to be completed for a background check.

Approval

Volunteers will receive approval of acceptance in the City of King City Volunteer Program prior to starting work.



EXHIBIT A

Certification Process

None.

Job Description and Physical Requirements

A job description for each volunteer position or project will be provided detailing the duties, scope, and physical requirements of the work. Volunteers should carefully review the requirements and check with their personal physician if there any questions about their physical ability to perform the duties. Some positions may require medical release prior to volunteer work.

Vehicle Policy

Volunteers are NOT cleared to drive as part of their volunteer work.

Orientation

After approval and prior to the onset of volunteer work, the volunteer receives a departmental and job-specific review of procedures, duties, and scope of volunteer activities from supervisor. Any required personal protective equipment will be reviewed and provided. Safe work rules and rules of conduct are reviewed along with the volunteer policy and Fleet Policy, if applicable. All personnel and safety rules apply to volunteer workers. Failure to comply with safety and personnel rules can terminate the volunteer relationship.

Safety Requirements

No volunteer will be required to perform work that he or she believes to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers are encouraged to report unsafe conditions or hazards and must report incidents/accidents immediately to supervisor. Training, if required, will be provided for operation of specific equipment, machinery, or tools. Additionally, OR-OSHA training may be required to perform some volunteer duties

Volunteers are required to follow all safety and security procedures while performing volunteer duties, on or off the City of King City's premises. Volunteers are required to wear appropriate protective equipment, clothing, and footwear at all times.

Emergency Procedures

Emergency procedures for each volunteer worksite will be documented and provided to supervisors and to volunteer staff at time of orientation. Procedures will include:

- Emergency contact numbers for Fire/Police/Ambulance (especially if 911 service is not available in the area),
- A map showing the location and routes to emergency exits,
- The location of first aid supplies and equipment, and
- Actions to take in the event of a medical emergency or accident.



EXHIBIT A

Incident and Accident Reporting

Injuries and accidents must be reported immediately to a supervisor and an incident and accident investigation form completed, if applicable. If appropriate, secure the scene for investigation and documentation of the incident.

Insurance Coverage

Normally, volunteers are considered “agents” and are covered by City of King City’s general liability insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers.

For work related injuries, the City of King City provides

- a) Workers compensation insurance – statutory requirement to maintain volunteer rosters.

Record Keeping

Volunteer workers must track and submit hours on a weekly basis to their supervisor using the approved form provided by the City of King City. This is an Oregon statutory requirement. A record of volunteer hours is used to demonstrate when a volunteer is on the job for accident claims, and can be used to verify work experience for job references. It is required to compile the City of King City’s annual workers’ compensation premium audit.

Performance Management

Evaluation and feedback of the performance of volunteer duties should be provided regularly, including recognition for volunteer service. Supervisors should monitor and take disciplinary action including and up to termination of volunteer relationship when policy or work practices are unacceptable.

Forms

The forms listed below are required to be retained in the office of Coordinator, HR Manager or in the server and/or Cloud services.

- Volunteer registration/application form
- Release for driving record and background check
- Job description
- Proof of vehicle insurance
- Volunteer agreement/acknowledgment
- Volunteer waiver(s)
- Parent or guardian authorization for minors
- Emergency contact Information
- Volunteer check list (for non-public safety volunteers)
- Completed time cards or rosters
- Vehicle use policy (if applicable)



City of King City

Volunteer Application and Placement Form

Return completed application to: Ronnie Smith at rsmith@ci.king-city.or.us

Name		Daytime Phone	
Address		Evening Phone	
City/Zip		Email	

*Are you under 18 years of age? (circle one) YES NO *Are you over 21 years of age (circle one) YES NO
Optional – Some of our volunteer positions require a minimum age; Yes, and no questions is only used to match appropriate volunteer positions.

Current Employer or School		Phone	
Education, Work, or Volunteer Experience			
Skills or Certifications			

Languages that you speak: _____

Languages that you write: _____

List the hours you are available or prefer:

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Personal Reference (not related)

Name		Phone		Relationship	
Address		City/State/Zip			

Volunteer or Employer Reference

Name		Phone		Relationship	
Address		City/State/Zip			

I give my permission for the named references to be contacted either verbally or in writing. I also understand that information obtained will be used only in conjunction with a City of King City volunteer position. All of the information on this application is true to the best of my knowledge.

Signature: _____ Date: _____



Disclosure

Have you ever been convicted of, or pleaded "no contest" to, a crime? This includes, for example, entering into a diversion agreement as a result of a DUI arrest. Yes No

A "yes" answer will not automatically disqualify you from volunteering. We will consider the nature and date of the offense, and the volunteer position(s) for which you are applying, for volunteer-related purposes only, and only to the extent permitted by applicable law.

If you answered "yes," please explain, including date(s) of your conviction(s), plea, etc.

Agreement and Signature

I understand that I may be required to verify any and all information given on this application.

I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments, or supporting documents may result in denial of volunteering, or immediate termination of a volunteer assignment.

I understand that an in-depth background check may be conducted prior to volunteering with City of King City. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, or credit check in order to determine suitability for volunteering. (You will be contacted again if an in-depth background check is utilized.)

I authorize representatives of City of King City to contact the employers and references listed in this application (or otherwise provided by me), and any other person as developed through these contacts in order to determine my suitability for volunteering. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand and agree that, if assigned to a volunteer position, my volunteer relationship with City of King City is for no definite period and the relationship may be terminated at any time and without prior notice by either party.

Name (printed)

Signature

Date

Our Policy

It is the policy of City of King City to fill volunteer vacancies with the most qualified applicants. Volunteer applicants will be considered on an equal basis for all positions without regard to age, disability, race, color, national origin, sex, sexual orientation, veteran status, military status, association with members of a protected class, or any other protected class or work relationship recognized by Oregon or federal law.

Thank you for completing this application form and for your interest in volunteering with us!

6/2/2014



For Internal Use Only

Volunteer Name: _____


Referred to or Placed:

Department & Staff	Volunteer Position	Copies Sent by	Date

Enter Date Completed (if applicable)

Application		Interview	
Reference Check		Job Description Provided	
Background Check		Volunteer Orientation & Certification	
DMV Check		Insurance Coverage & Waiver	
Parental Consent Form		Auto and General Liability Waivers	

Comments



Checklist for Non-Public Safety Volunteers

Volunteer Name: _____

Supervisor: _____

Volunteer Position Title: _____

Start Date: _____

Question	Yes	No	N/A
Has a job description been provided for volunteer position, including duties and physical requirements?			
Has the volunteer been interviewed, appropriately screened, and certified to begin volunteer work? Date completed: _____			
Has the volunteer completed the required documents?			
Application			
Reference Check			
Background Check			
Insurance Coverage and Waiver			
Auto and General Liability Waivers			
Parental Authorization for Minor			
Volunteer Certification			
Has the volunteer received a general orientation and copy of the volunteer policy? Comments: _____			
Has the volunteer received departmental training to safely perform their assigned tasks? By whom? _____ Date Completed: _____			
Has any required personal protective equipment been discussed and provided to the volunteer? By whom? _____ Date provided: _____			
Will volunteer be driving a personal vehicle for volunteer work?			
If yes, have their DMV records been checked? By whom? _____ Date Completed: _____			

6/2/2014



Question	Yes	No	N/A
Has volunteer's personal vehicle insurance coverage been verified? Insurer: _____ Policy No: _____			
If yes, have their DMV records been checked? By whom? _____ Date Completed: _____			
Has the entity's vehicle usage policy been reviewed with the volunteer and an appropriate liability waiver been signed for driving? By whom? _____ Date Completed: _____			
If volunteers are driving public entity vehicles, do they have a valid driver's license? Is a CDL required?			
Is the volunteer covered by workers' compensation insurance? If yes, are departmental time sheets submitted: Weekly? Monthly?			
Is the volunteer covered by a Volunteer Accident Policy, in lieu of workers' compensation? If yes, has a waiver of liability been signed?			
Additional Comments:			



City of King City

Volunteer Registration and Waiver Form

Assignment:

Site Name:

Date:

This is a Release and Waiver of liability, Assumption of Risk and Indemnity Agreement ("Agreement").

- I make this Agreement for the benefit of City of King City and its supervisors/managers, elected officials, employees, agents, personal representatives, next of kin, heirs, successors and assigns (collectively, the "City")
- I make this Agreement in consideration of the City providing me with the opportunity to participate as a volunteer in the above-described assignment.
- I accept full personal responsibility for all risks arising from or relating to this assignment.
- My participation as a volunteer, whether for this assignment or other volunteer tasks I accept from the City, is completely voluntary and I have neither received nor expect to receive any compensation for my participation in it.
- I agree to read, listen to and follow all safety instructions and procedures presented in conjunction with this assignment and to use my best judgment based upon my physical and mental abilities at all times, and to immediately terminate participation in this assignment or any other volunteer assignment I agree to undertake if activities become too strenuous, difficult, or hazardous for me. I am physically and mentally capable of participating in the Assignment described above without injuring myself in any manner.
- I agree to waive all liability of the City, hold them harmless, indemnify them, discharge them, covenant not to sue them, and reimburse them for any liability, claims, sums, costs, or other expenses on my account that may be caused in whole or part by my participation with the assignment.
- I further agree that, despite this Release and Waiver of liability, Assumption of Risk and Indemnity Agreement, if I or anyone on my behalf makes a claim against the City, I will indemnify, save and hold harmless the City from any litigation expenses, attorneys' fees, loss, liability, damage, or costs that the City may incur as a result of such action.
- If I use a personally owned vehicle in the course of my duties, I understand I am required to have automobile liability insurance in accordance with Oregon law. I understand I MUST possess a valid driver's license and that I will immediately inform the City if my driver's license is suspended or revoked.
- I understand that I am included and covered by the City's workers' compensation insurance program during those times that I am working as a volunteer for the City.
- I understand that a photographer may be present to photograph the activities at the assignment and that I may be photographed while participating in the assignment. I agree that I will contact the photographer if I do not wish to be photographed. I give the City permission to use and publish photographs of me, or in which I may be included.

I have read this Agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and have signed it freely and without any inducement or assurance of any nature.

Printed Name	Signature	Date



REQUIRED FOR ALL MINORS:

**PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND
CONSENT TO AGREEMENT**

I, _____, as parent or legal guardian hereby grant permission for _____ to do volunteer work for the City. In the event of an emergency, accident, or illness, I authorize the City and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

Signature: _____ **Date:** _____

Note: Complete a new form each year for volunteer service that continues into the next fiscal year, when volunteering for a different activity, or when volunteer duties change.



City of King City Quarterly Volunteer Time Card

Volunteer Name: _____

Department: _____

Supervisor: _____

Job Location: _____

Upon completion of this form, provide a copy to your department supervisor and to the (Payroll/HR/Finance) department.

Month:

Hours for the Week of:	Sun		Mon		Tues		Weds		Thurs		Fri		Sat		Total Hours for Week
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
Total Hours for Month															

Month:

Hours for the Week of:	Sun		Mon		Tues		Weds		Thurs		Fri		Sat		Total Hours for Week
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
Total Hours for Month															



Month:

Hours for the Week of:	Sun		Mon		Tues		Weds		Thurs		Fri		Sat		Total Hours for Week
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
Total Hours for Month															

Notes:

Date Received by Supervisor: _____

Date Received by (Payroll/HR/Finance): _____



City of King City Volunteer Position Description

Title	VOLUNTEER ADMINISTRATIVE OFFICE SPECIALIST	Location	City Hall Main Building
Hours per Day	4 to 8	Hours per Week	20

1. **PRIMARY PURPOSE** –

Performs a variety of clerical and secretarial duties for the City, including serving as the central receptionist.

2. **SUPERVISION RECEIVED:**

Works under the direction of the City Manager or appointee who participates in the establishment of major objectives and evaluates results obtained. Independence of action is stressed.

4. **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- A. Serves as the central receptionist for the City answering all incoming calls, responding to walk-in visitors
- B. Opens and distributes mail
- C. Processes permits and other licenses, including collecting appropriate fees.
- D. Maintains the City's copy machine, postal meter which includes minor maintenance and ordering supplies.
- E. Maintains the Business License data base.
- F. Maintain the GIS system (work is under the direction of the GIS Coordinator.)

5. **ESSENTIAL JOB QUALIFICATIONS:**

- A. looking for a minimum of two years secretarial experience or equivalent.
- B. Knowledge of office practices and procedures, including reception, filing, and photocopying skills.
- C. Data entry skills in excel.
- D. Demonstrated ability to type a minimum of 50 words per minutes on word processing equipment. Proficiency in Word, Excel software.
- E. Knowledge of basic bookkeeping procedures. Ability to operate 10-key by touch.
- F. Ability to learn general municipal rules, regulations, policies, and procedures.
- G. Demonstrated ability to effectively communicate and exercise good judgment when dealing with the public.

6. **PHYSICAL DEMANDS OF POSITION:**

A. Volunteers frequently required to sit, communicate, and reach.

B. Manual dexterity and coordination involved with computer keyboard and standard office equipment is required more than 50% of the work period.

Frequency Required of the Volunteer to Perform the Duties

Posture / Frequency	Never	Rare	Occ.	Freq.	Cont.
Sitting					X
Standing			X		
Walking		X			
Driving	X				

Frequency Definition (8-hour day)

Never	Not done
Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
< 11lbs			X		
11 to 20 lbs		X			
21 to 50 lbs		X			
51 to 75 lbs	X				
>75 lbs	X				
Carry					
< 11lbs			X		
11 to 20 lbs		X			
21 to 50 lbs		X			
51 to 75 lbs	X				
>75 lbs	X				
Push/Pull					
< 11lbs		X			
11 to 20 lbs		X			
21 to 50 lbs		X			
51 to 75 lbs	X				
>75 lbs	X				

Body Actions	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
Bend			X		
Twist			X		
Crouch			X		
Kneel			X		
Crawl	X				
Climb Stairs		X			
Climb Ladder	X				
Reach Forward			X		
Reach Above Shoulder			X		
Use of Arms			X		
Use of Wrists			X		
Use of Hands			X		
Squeezing	X				
Operate Foot Control	X				
Other	X				
Comments					

7. **WORKING CONDITIONS:**

A. Usual office working conditions. The noise level of the work environment is typical of most office environments.

City of King City Worksite Emergency Contact Information

Project Name/Number: _____

Site Address		Site Phone	
City/Zip		Supervisor Name	
Supervisor Phone		Supervisor Email	

In the event of an emergency, DIAL 911 to request ambulance, fire, or police response.

If the worksite location does not have a local 911 service available, complete the information below for local emergency responders.

Service Needed	Provider Name	Phone Number
Fire Department		
Police Department		
EMS (Ambulance)		
Hospital		
Poison Control	OR Poison Center	1-800-222-1222

6/2/2014



ITEM 7.5

R-2020-13 A RESOLUTION ALLOWING A SUPPLEMENTAL BUDGET INCREASE AND DECREASE PURSUANT TO ORS 94.338 PROVIDING FOR THE RECEIPT, APPROPRIATIONS AND EXPENDITURE OF UNEXPECTED FUNDS.

RESOLUTION R-2020-13

A RESOLUTION ALLOWING A SUPPLEMENTAL BUDGET INCREASE AND DECREASE PURSUANT TO ORS 294.338 PROVIDING FOR THE RECEIPT, APPROPRIATIONS AND EXPENDITURE OF UNEXPECTED FUNDS.

WHEREAS, there are expenditures that have occurred or are expected to occur during the 2019 - 2020 fiscal year which were not included in the City's original budget

WHEREAS, the City of King City will follow Local Budget Laws and Administrative Rules as determined by the Oregon Dept. of Revenue which necessitated filing a supplemental budget

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of King City that:

1. The City Council hereby approves the Supplemental (2) Budget changes as noted a Exhibit "A" and Resolution R-2019-10 which approved the 2019-2020 Annual Budget is hereby amended.
2. This resolution shall take effect immediately upon its passage.

INTRODUCED and ADOPTED this 17th day of June, 2020.

By: _____
Mayor

ATTEST:

By: _____
City Recorder

Exhibit " A "

CITY OF KING CITY - SUPPLEMENTAL BUDGET (2) REVISIONS FY 2019 - 2020

REVENUES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
General Fund				
OPENING BALANCE		1850000	41141	1891141
Interest	4010101	35000	-5000	30000
Miscellaneous Tax	4030199	80000	110000	190000
Motel tax	4030111	55000	-15000	40000
Fees - Passport	4060105	80000	-20000	60000
Fees - New Development deposit	4070107	0	12000	12000
Court revenues	4100101	80000	-20000	60000
Water Revenue	4110101	90000	-7000	83000
TOTAL			96141	

EXPENDITURES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
GENERAL FUND				
CITY MANAGER				
Utilities Expense - Internet	6132106	1000	400	1400
Contract Services - PrimePay	6272103	1800	1000	2800
Contract Services - Park Maintenance	6272110	40000	3000	43000
Capital Outlay - City Hall Remodeling Project	7012101	4000	7000	11000
PLANNING / FINANCE				
Salaries & Wages - vacation payout	5032240	0	1200	1200
Public Notices/Election	6062201	5000	5000	10000
Utilities Expense - Internet	6132206	1000	400	1400
Professional Services - Planning Services	6152201	30000	10000	40000
Professional Services - Engineering Services	6152202	17000	23000	40000
Professional Services - New Development Deposit	6152249	5000	7000	12000
Special Dept. Expenses - GIS	6282299	4000	1500	5500
Capital Outlay - City Hall Furnitures	7012207	1000	4000	5000
COURT				
Salaries / Wages - Municipal Court Clerk	5032501	55000	1200	56200
Special Dept. Expenses - Court Distributed payments	6282501	25000	-12000	13000
POLICE Administration				
Training, Travel - other trainings	6093199	6000	3000	9000
POLICE OPERATION				
Salaries & Wages - vacation payout	5033231	20000	7000	27000
Retirement	5073201	140000	10000	150000
Utilities Expense - Internet	6132207	800	600	1400
Contract Service - Web LEDS	6273208	500	1500	2000
Capital Outlay - Vehicle payment	7013201	17000	10000	27000
GENERAL SERVICES TRANSFER & CONTINGENCY				
Reserved for future expenditure	8114202	1007522	11341	1018863
T.D.T Fund				
Capital Outlay - Street Improvements - 131st	7018102	1300000	100000	1400000
Contingencies - Reserved for Future Expenditure	8118202	1068580	-100000	968580
TOTAL			96141	

ITEM 7.6

Discuss and consider Planning Commission appointment

a. Kate Mohr

APPLICATION FOR APPOINTMENT TO BOARD or COMMISSION



Name: Mohr Katherine Lynn Date: 05/20/2020
Last First Middle

Home Address: [REDACTED]

City/State/Zip: _____

Is this address within the City? Yes I've lived in King City since: 2010

Telephone No.: 503-899-7576
Home Work Cell/Mobile

E-Mail Address: katemohr@gmail.com

Are you a registered Voter in the State of Oregon? yes

Present Occupation: Director of Operations

Which Committee(s) would you like to be appointed to?

Dates of meetings are listed at the end of this application.

Please make sure those dates work with your schedule before you apply.

- ☐ City Council*
- ☐ Budget Committee
- ☒ Planning Commission
- ☐ Other

Employment, professional, and volunteer background:

Please see my attached CV.

Previous City appointments, offices or activities:

None.

1. What experience/training/qualifications do you have for this particular board or commission?

I have diverse professional experiences that are applicable to work that needs to be done with the Planning Commission. I served as a board member and Chairperson for the Tigard Area Chamber of Commerce for a number of years. During that time, we initiated work with the City of Tigard to partner in the revitalization of the Downtown Tigard area. In addition, I helped to bring the Tigard Farmers' Market under the umbrella of the Tigard Area Chamber. This helped to diversify the revenue and impact of the chamber.

Along with my husband, I opened a sports medicine clinic in Tigard in 2009. I worked as the Director of Operations at the clinic for the first five years. In this position, I was responsible for working with our property managers and subcontractors to manage the buildout of our space. I also worked with all vendors and service providers throughout that time. We have remodeled twice, and each time I have been involved with the process. This experience provided me with invaluable insight into the commercial real estate market from the perspective of a business owner.

After working in our business for five years, I was ready to take on a new challenge. I accepted a position as the Director of an early learning center in Downtown Portland. My center was the company's flagship center, and because of this I hosted many executives and investors from around the world during my time there. This position allowed me the experience of managing a team of 20-25 individuals on any given day, as well as a wealth of HR and budget experience.

When I left that position I transitioned into a Learning Specialist job at Twality Middle School. Returning to teaching was fantastic, and allowed me to reconnect with citizens of our community in a different way. I have come full circle and am now back at our company as the Director of Operations.

2. What specific contribution do you hope to make?

I hope to connect with residents and businesses to ensure multiple voices are heard during the planning process. I would also like to host public input and listening sessions as we move toward a multi-step growth plan. I believe that communication and clarity will be vital as our city grows.

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

Everything that the Planning Commission handles is important. The future of our city begins here. I would like to become a member in order to help shape the discussion and act as a conduit between the city and our residents.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

I have mentioned some involvement above, and have additional information listed on my CV.

Signature: _____

Date: 05/20/2020

Submit Form

Meeting dates (all meeting dates are subject to change or additions)

- City Council* - meets the First and Third Wednesday of the month
- Budget Committee – meets in April-May to consider City budget for new fiscal year
- Planning Commission – Fourth Wednesday of the month

*Please be advised members of the City Council, the Planning Commission are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Records Office at 15300 SW 116th Ave, King City, OR 97224 indicating the type of information you will be required to disclose if you are appointed.*

For office use only:

Please return this form to:

Date Received: 5/20/2020 RS	City Recorder 15300 SW 116th Ave King City, OR 97224 503-639-4082 503-639-3771(FAX) jsmith@ci.king-city.or.us
Date Considered:	
Action by Council:	
Term Expires:	

*The Council members are elected at large by City voters and serve four-year terms. The process to select a candidate for the vacancy will be initiated at the time a vacancy exists in accordance with the King City Charter, Chapter IV, Section 17(1) and (2).

KATE MOHR

████████ Bedford St, King City, OR 97224
katemohr@gmail.com | (503) 899-7576

EDUCATION

Concordia University - *M.Ed. Educational Leadership*

University of Idaho - *B.S. Child Development and Family Relations*

University of Washington - *K-8 Teacher Certification Program*

Eastern Oregon University - *Special Education Endorsement*

PROFESSIONAL EXPERIENCE

Director of Operations

9/2019 - present

Acceleration Sports Medicine – Tigard, OR

3/2009 - 4/2014

- Oversee overall financial management, planning, systems, and controls
- Improve the operational systems, processes, and policies in support of company mission
- Monitor and track revenue and expenses
- Create and implement internal and external marketing protocols
- Create internal and external marketing materials
- Maintain HIPAA compliance
- Train, manage, and evaluate personnel
- Payroll management
- Plan, coordinate, and execute clinic events
- Coordinate outreach events

Learning Specialist

Twality Middle School - Tigard, OR

11/2016 - 8/2019

- Worked within specialized Professional Learning Communities
- Developed and implemented Individual Education Plans for students
- Administered WIAT III Test and progress monitoring assessments
- Collaborated with multidisciplinary teams to coordinate SPED referrals and evaluations
- Analyzed data to inform instructional decisions or IEP recommendations
- Communicated aspects of student programs to teaching teams and other relevant parties
- Coordinated and planned meetings to address student needs
- Designed behavior programs for individual students
- Created a positive classroom environment

KATE MOHR

Bedford St, King City, OR 97224
katemohr@gmail.com | (503) 899-7576

Center Director - NAEYC Accredited Center

4/2014 - 8/2016

KinderCare Education - Portland, OR

- Manage daily operations of center - accountability for budget, expenses, purchasing, and revenue
- Recruit, hire, and train employees
- Ensure licensing and other regulatory requirements are met
- Collaborate with community agencies and stakeholders regarding program
- Communicate with and educate families
- Facilitate growth opportunities for teachers
- Establish and maintain NAEYC Accreditation status
- Assist other centers with NAEYC Accreditation
- Design and implement trainings for teachers at eleven centers
- Advocate for the program in the community and with elected officials
- Develop operational systems to meet the needs of the children, teachers, and families

Fifth Grade Teacher

Washougal School District – Washougal, WA

8/2006 - 8/2008

- Worked within grade level and school wide Professional Learning Communities
- Aligned curriculum with state standards
- Developed and administered subject specific lessons and assessments
- Identified student needs and learning styles and adapted instruction accordingly
- Created and maintained an effective learning environment
- Communicated and collaborated with colleagues, administrators, support staff, and parents
- Created and implemented a curriculum designed to meet the needs of diverse learners
- Identified essential learning targets for students and designed lessons to meet targets

Substitute Teaching Positions

PK-12 Substitute Teacher – Tigard-Tualatin School District

9/2016 - 11/2016

Special Education Long Term Sub Position – Washougal School District

3/2006 - 6/2006

K- 12 Substitute Teacher – Vancouver & Evergreen School Districts

9/2005 - 3/2006

CREDENTIALS

Oregon PK-12 Teaching License #10471693

Washington K-8 Teaching License #428017H

Oregon Registry Master Trainer – Oregon Center for Career Development at PSU

Professional Development Specialist (CDA Assessor) - Council for Professional Development

KATE MOHR

████████ Bedford St, King City, OR 97224
katemohr@gmail.com | (503) 899-7576

COMMUNITY, CIVIC, AND ORGANIZATIONAL INVOLVEMENT

Tigard Area Chamber of Commerce

Tigard Leadership Advisory Committee	2016 – 2017
Board of Directors Executive Committee	2009 – 2016
Board of Directors Chairperson	2012 – 2014
Government and Public Policy Committee	2012 – 2014
Events Committee	2008 – 2011

Tigard High School Mentor Program

College Preparation Mentor	2011 – 2012
----------------------------	-------------

Washington County Project Homeless Connect

Complementary and Alternative Care Coordinator	2011 – 2015
--	-------------

ITEM 7.7

Discuss and consider RFP recommendation from the Master Plan Committee.

STAFF REPORT

KING CITY MASTER PLAN RFP – METRO - 2040 PLANNING AND DEVELOPMENT GRANT

Narrative:

Upon receipt of three complete application/proposals Staff formed an evaluation committee to evaluate and assess the proposals presented to the City. The committee consisted of 7 individuals and included, one Staff Member, the City Attorney, the City Planner, a Planning Commissioner, the Mayor, A Metro Rep, and One Community Member at Large.

In the table below you will see the scores reflected in association with each firm. The top two firms were invited to present information at an interview panel and the scores in Red font and shaded cell represent a score that changed after the interview session.

The committee was nearly unanimous with one dissenting vote in its selection to recommend the consulting team compiled by 3J Consulting.

FIRM	PANEL SCORES							TOTAL
3J Consulting	94	75	83	78	81.5	73	80	564.5
OTAK	90	80	81	77	73	72	75	548
FREGO	51	54	75	67	72	74	89	482

Recommendation:

Staff Recommends the City Council Award the Contract for the King City Master Plan to the Consulting firm 3J Consulting and their team consolidated team comprised of: David Evans & Associates, SCJ Alliance, Urbsworks, and FCS Group.